

Administration  
Engineering  
Accounting  
Data Processing  
Health Care  
Education  
Real Estate  
General Office  
Finance  
Technical  
Legal  
Management  
Insurance  
Electronics  
Construction  
Science/Research  
Secretarial  
Industrial  
Mechanical  
Sales/Marketing  
Restaurant  
Professional

# California



## In This Issue:

### Engineering's "Big Three"

The job outlook in civil, electrical  
& mechanical engineering

### Overnight Success

Jobs abound in America's  
booming hotel/motel industry

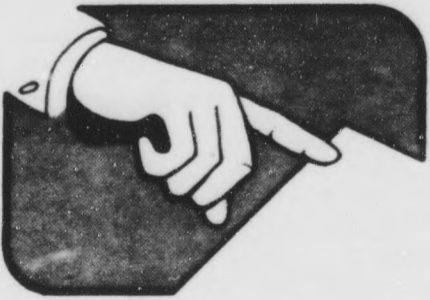
### Managing Up (Part II)

More strategies for improving  
the relationship with your boss

E M P L O Y M E N T

OPPORTUNITIES IN THE GOLDEN STATE





## READER'S GUIDE

1. Title of position
2. Number of openings available
3. Employer
4. Location and/or mailing address\*
5. Telephone number
6. Contact person's name/title
7. Salary and benefits
8. Application procedure
9. Job duties/description, type of business, and hours/days
10. Experience/skills and education required
11. Company job number - refer to this number when applying

- ① **PROGRAMMER ANALYST (3)** ②
- ③ Satellite Data Systems  
Space Communications Division  
2785 Morrison Drive, Suite 100  
Oak Valley, CA 98765-4321  
415/555-9900 x227
- ④ C. Terry Lydeck / Operations Manager ⑥
- ⑤ \$2850-3400/month DOE, plus medical/dental, life ins and pension plan after 1 yr. Send resume and 3 refs. Analyze & design program requirements; develop application program specs; code, test, document, and implement software; and participate on development team for a leader in interstellar telecommunications systems. Hrs 7-3:30 Mon-Fri. Position also available in RIDGEMONT. Req MS or equiv in Computer Science, 3 yrs exp with high-level language design/coding and graphics communications, and 1 yr exp with HP 5000. Knowledge of astrophysics preferred. (#4417) ⑧
- ⑦ ⑨ ⑪

\* If an asterisk appears before the city it indicates that the job location is different or available in more than one city. See body of ad for further information.

**HOW TO APPLY:** If you want to apply for an opening or obtain additional information, contact the employer directly as specified in the job listing. Send correspondence to the contact's attention or ask for that person if telephoning. If no telephone number is listed, the employer does not want phone calls!

**JOB CATEGORIES:** The decision on where to categorize an opening is made with more emphasis given to the experience/skills/education required than the job duties or position title. We try to be consistent, but some openings are very difficult to assign to a category. New readers should check several classifications to determine where specific types of employment will be found.

## Abbreviation Key

AA	affirmative action	ins	insurance
admin	administration	jr	junior
app	application	JTPA	Job Training Partnership Act
approx	approximately	LA	Los Angeles
appt	appointment	lic	license
asap	as soon as possible	M	minorities encouraged to apply
asst	assistant	mfg	manufacturing
avail	available	mgmt	management
avg	average	mgr	manager
a/p	accounts payable	min	minimum
a/r	accounts receivable	ofc	office
bfts	benefits	ops	operations
C	contact	PERS	Public Employee Retirement System
CDL	California driver's license	pref	preferred
cert	certificate	PT	part-time
comp	compensation	QC	quality control
CRT	computer terminal	RE	real estate
dept	department	ref	reference
dir	director	rep	representative
div	division	req	requires, requirements
DOE	depending on experience	RTJJ	Refer to Job Journal (tell employer where you saw ad)
DOQ	depending on qualifications	SF	San Francisco
DP	data processing	shth	shorthand
EEO	Equal Employment Opportunity	sr	senior
enr	engineer(ing)	sub	substitute
EOE	Equal Opportunity Employer	supv	supervisor
equiv	equivalent	svc	service
ESL	English as a second language	tech	technician, technology
exp	experience	temp	temporary
F	females encouraged to apply	univ	university
FT	full-time	V	veterans encouraged to apply
GED	Graduation Equivalency Diploma	W	women encouraged to apply
gen	general	wk	week
govt	government	WP	word processing
grad	graduate	wpm	words per minute
H	handicapped persons encouraged to apply	x	extension
HS	high school		

# Time is money. Our Journal can save you both.

At THE JOB JOURNAL, we know that one way to give you more for your money is to save you time. That's why we'll work with you to create a comprehensive & informative ad that will start screening candidates before they ever walk through your door. You'll get fewer applications, but more qualified applicants, and make a better hire in less time.

Another reason your recruiting budget goes farther in THE JOB JOURNAL is because you don't pay for your ad by the word or the line. And when your ad appears in CJJ, it's carried by ten other Northern California newspapers. You get multi-market coverage without multiple advertising expenses.

*Spend a few minutes with one of our Ad Reps and start saving time and money on your next hire.*

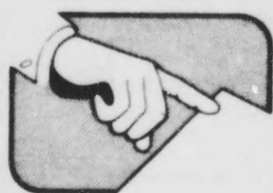
California  
**Job  
Journal.**

**Sacramento Office**  
**(916) 925-0800**

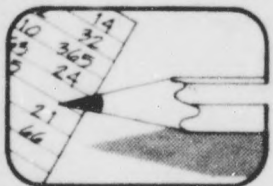
**Toll-free (in CA)**  
**(800) 782-HIRE**



# C O N T E N T S



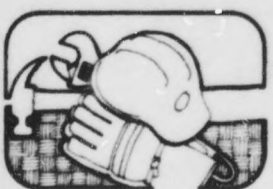
**Readers Guide**  
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**Accounting/  
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**Administration/  
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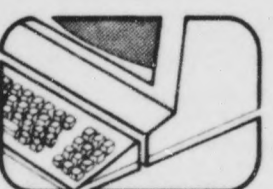
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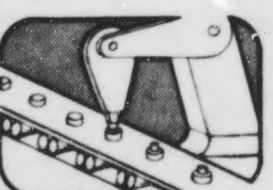
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6



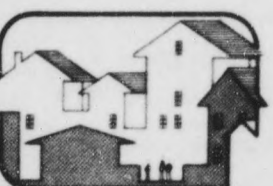
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**Electronics/  
Data Processing**  
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**Industrial**  
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**Insurance/  
Real Estate**  
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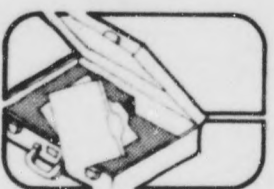
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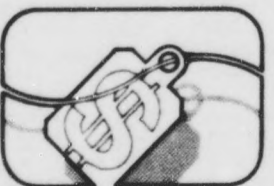
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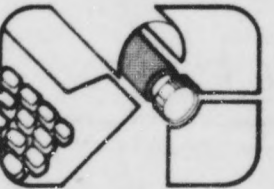
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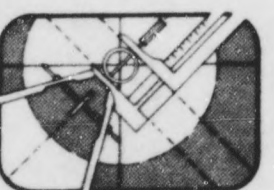
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**Technical/  
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**Miscellaneous  
Career Opportunities  
Too Late to Classify**  
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## Overnight Success

People are more conscious than ever about getting the most out of their leisure time. That's one reason why, between now and the year 2000, the nation's hospitality industry will generate more new jobs than any other. Job seekers will find that a hotel/motel career is one of the few remaining where a college degree is not essential for advancement.

**Career Close-Up** ..... 7

## Managing Up

The concept of managing your boss was unheard of just 20 years ago. In today's high-powered work world, knowing how to position yourself for maximum influence and productivity is more than just a good idea - it's a necessity. (Part II) .....

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## Employment Lines

Timely career topics and trends. .... 11

## Big Three

The need for engineers has fluctuated in recent years thanks (or no thanks) in part to Japanese success in the electronics and computer industries. Nonetheless, the Department of Labor predicts a bright outlook for those in the nation's second-largest profession.

**Careers in Engineering** ..... 13

## ABOUT THE JOB JOURNAL

The California Job Journal (CJJ) was established in 1982 as an innovative new alternative to traditional job search methods. It is designed to be a window on today's expanding job market for those who wish to make knowledgeable career decisions. CJJ is the most informative and comprehensive resource for anyone seeking up-to-date information about available jobs in California.

*Which companies are hiring? What positions are available? How much do they pay? Do I qualify?* CJJ will provide the answers to these questions, but we realize you need more than just facts on available openings. Employment is essential to your physical and mental well-being, and the job seeking experience is often accompanied by financial and emotional strains that also need attention. The Job Journal offers career guidance with columns, tips and articles addressing the complex problems and alternatives facing you in your search for satisfactory employment.

For the individual seeking suitable openings without professional assistance, the time and expense to locate and research positions can be considerable. Our goal is to eliminate the frustrations and disappointments that accompany needless interviews and unnecessary trips for jobs you don't want (or aren't qualified for) by providing enough information to enable you to screen yourself. Your time and effort can now be spent getting job offers rather than gathering job information.

We welcome your comments or suggestions on how this publication might better serve you. Please write to: *California Job Journal*, 2535 Capitol Oaks Drive, Suite 100, Sacramento, CA 95833.

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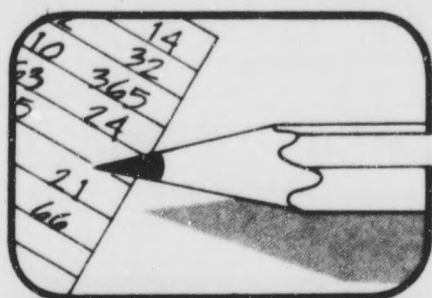
For information & rate card,  
contact the advertising sales office:

Sacramento (916) 925-0800  
Toll-free (CA) (800) 782-HIRE

**Advertising deadline for next issue:**  
4pm Thursday, 9/29/88

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## Accounting/ Finance

### ACCOUNTING SUPERVISOR

OroAmerica  
P.O. Box 7340  
Burbank, CA 91510  
818/848-5555 x327  
C: Lily / Director of Human Resources  
\$25,000-35,000/yr DOE/DOQ, plus 2 wks vacation after 1 yr, 10 holidays, 6 days sick leave, medical & dental ins, 401K plan, and discount on merchandise. No calls please. Send resume & salary history/requirements: RTJJ. Handle processing of returns worth \$20 million per yr, control merchandise flow, and supervise 20 people. Hrs 8-5 Mon-Fri with flexible overtime. Manufacturer of 14K gold, in business in LA for 10 yrs, employs 280. Req HS diploma and good leadership & motivational abilities. Degree in accounting preferred. 2-3 yrs supervisory exp a plus. Must have right to work. EOE M/F/H/V

Be positive about your abilities.

### ACCOUNTS RECEIVABLE CLERK

P.S.I.  
7060 Motz Street  
Paramount, CA 90723  
213/636-1243  
C: Jo Melleon / Personnel Manager  
\$18,000-20,000/yr plus 1wk vacation, 9 holidays, and 5 sick leave days after 1 yr, and medical ins after 3 mos. Apply in person: RTJJ. Handle bookkeeping jobs, phones, & customer invoicing; file preliminary lien notices; obtain credit info; collect receivables; and type. Hrs 8-5 Mon-Fri. Tenant improvement construction firm, in business 23 yrs, has 20 employees and 3 branches that handle office bldg jobs. Req office exp that includes accounting and invoice filing. Must be professional, assertive, and have a good phone voice. Construction industry exp and 50-60 wpm typing desired. EOE M/F/H/V



**GC Services**

### COLLECTORS (4)

G.C. Services  
P.O. Box 15519  
Sacramento, CA 95852  
916/922-9008  
C: Mark Gattermann / Manager  
\$1400/mo base DOE, plus bonuses and fully paid training program. Great bfts after 4 mos. Call for appt. Collect accounts for Fortune 500 clients by phone in a professional environment with one of the industry's leading collection agencies. Firm is expanding national operations and is seeking the best collectors in the area. Solid career opportunities and growth. 40 hrs/wk. Must be exceptional, self-motivated, aggressive, enthusiastic, ambitious, determined to succeed, and interested in becoming part of a high-energy, winning organization. Prefer collection experience, but will train.

There's no sense advertising  
your troubles — there's simply  
no market for them.

### DEPUTY DIRECTOR OF FINANCE ADMIN

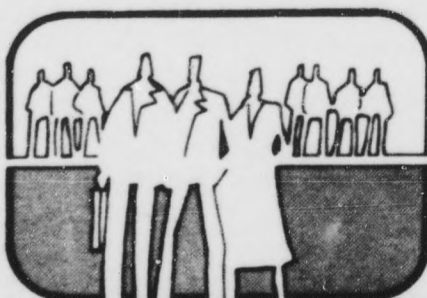
City of Beverly Hills  
450 North Crescent Drive  
Beverly Hills, CA 90210  
213/285-1066  
C: Human Services Office  
\$60,000/yr + city-paid PERS, medical/dental insurance, car allowance, and \$1500/yr flexible bft program. File city application; RTJJ. Under supervision of the director of finance administration, plan, direct & supervise the activities of the finance admin dept. Requires degree from an accredited college/univ in accounting, business admin, public admin, or related field; and 5 yrs responsible acctg exp (including 3 yrs in a mgmt position). MA in a related field and/or CPA certificate highly desirable. EOE M/F



**SAFE**  
A FEDERAL  
CREDIT UNION

### TELLERS (part-time)

SAFE Federal Credit Union  
4636 Watt Avenue  
North Highlands, CA 95660  
916/971-2201  
C: Mariene Brock  
\$6/hr plus vacation, holidays, and partial payment of medical insurance. Call between 9-11am for appt. Large, progressive, 48-yr-old credit union seeking individuals to provide deposit & withdrawal services, cash checks, collect loan payments, post transactions through on-line computer systems, and sell other credit union services. PT, 24 hrs/wk (Mon & Fri plus 1 additional day). Requires prior teller experience or 1 yr cash handling exp and typing at 35 wpm. Must have good communication and people handling skills. EOE



## Administration/ Management

### ADMINISTRATIVE AIDE II

City of Huntington Beach  
2000 Main Street at Yorktown  
Huntington Beach, CA 92648  
714/536-5492  
C: Personnel Division  
\$2189-2711/mo + bfts including 7% PERS, group ins, vacation, and holidays. File city app by 9/26; RTJJ. Conduct various studies involving departmental programs, systems, operations or activities; research, analyze & prepare recommendations on assigned projects; collect, organize & interpret data; and analyze & consolidate data from various sources. Req BA degree in public/business admin, behavioral or social science or related field, and 1 yr exp in a public agency. An MA degree in public admin or related field and an internship in a public agency may be substituted for 1 yr exp. EOE

### ADMINISTRATIVE INTERN (part-time)

City of Temple City  
P.O. Box 668  
Temple City, CA 91780  
818/285-2171  
C: Personnel Department  
\$5/hr. Send city app and detailed resume of training & experience; filing open. Perform a variety of admin tasks such as preparation of studies & investigations, collection & analysis of data, and preparation of admin reports in the office of the city manager. Program is intended to complement the student's educational exp and provide a broad understanding of local govt admin & operations in their final school year. Must have understanding of principles of public admin and be a participant in a college program in public admin, political science, or related field. CDL required. EOE

Think about what you can  
contribute to a company; what  
you have that will make the  
employer want you over the  
other candidates. Always  
emphasize accomplishments  
that are relevant to the job for  
which you are applying.

### ASSISTANT DIRECTOR OF HUMAN SERVICES

City of Whittier  
City Hall  
13230 East Penn Street  
Whittier, CA 90602-1772  
213/945-8200 x 403  
C: Personnel Department  
\$40,428-49,608/yr DOE/DOQ, + holidays, vacation, sick leave, \$25,000 term life & accidental death/dismemberment, and additional \$10,000 life ins. Send resume by 10/14; RTJJ. Assist in mgmt of the 3 divisions of Human Services Dept (youth svcs, senior citizens svcs & recreation). Req 5 yrs professional & mgmt level exp in design & implementation of human svcs programs, mainly in the areas of developmental youth svcs, senior citizens svcs & recreation with at least 3 yrs in a supervisory capacity; and knowledge of human services mgmt and supervisory principles, practices, organization & procedures. EOE



### ASSISTANT FRONT OFFICE MANAGER

Concord Hilton  
1970 Diamond Boulevard  
Concord, CA 94520  
415/827-2000  
C: Personnel Department  
Salary negotiable (discussed at interview) + full bfts including 2 wks vacation and medical/dental, life & vision ins immediately upon hire. Call for more info or apply in person Tue-Thu. Supervise front office desks, PBX, reservations & bell staff, and assist front office mgr with training, scheduling & payroll. FT, flexible evenings & weekends. A member of the national Hilton chain, 350-room hotel/convention center is Concord area's largest. Req 3 yrs hotel front ofc & reservations exp. Must have a professional appearance and be customer service-oriented. Mgmt exp preferred. HS diploma desired. EOE

### WE HAVE JOBS!

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Word Processing**

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to fill them!

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work and are a reliable,  
motivated individual...  
Call us today!

TEMPORARY SERVICES



(916) 925-0322  
1565 River Park Dr, #B  
Sacramento, CA 95815

EOE / Proof of Right to Work

### ASSISTANT DIRECTOR OF PUBLIC WORKS

City of Merced  
P.O. Box 2068  
Merced, CA 95344  
209/385-6837  
C: Personnel Department  
\$2994-3639/mo plus excellent benefits. File city application by 10/28/88 (call or write for appt). The City of Merced is seeking a highly qualified, energetic professional to supervise and manage a staff of professional & non-professional personnel in the effective design, maintenance & construction of a wide variety of public works facilities. Full-time (40 hrs/wk) Mon-Fri. Requires 4 yrs increasingly responsible civil engineering experience with at least 1 yr in a supervisory capacity and a Calif CE registration. AA/EOE

### BUSINESS MANAGER

Navy Officer Program  
1500 Broadway  
Oakland, CA 94612-2096  
415/452-2900  
C: Lt. Kit Wennersten / USN  
\$22,000/yr to start; \$35,000/yr after 4 yrs; bft package included. Relocation expenses paid. Call collect (from 9-3 Mon-Fri) for appt. After 10-mo training program, we offer college grads mgmt opportunities in the following fields: inventory, finance, petroleum, merchandising mgmt, logistics, purchasing, or operations research. Enjoy a challenging career in the Navy mgmt program with an opportunity for worldwide travel. Full-time; hrs unique to assignment. No exp required. To qualify you must be a US citizen, under 28 yrs of age, and be able to pass an aptitude test & physical exam.

### DEPUTY DIRECTOR, PLAN REVIEW SERVICES

City of San Diego  
Building Inspection Department  
202 C Street / Mail Station 98  
San Diego, CA 92101  
619/236-6120  
C: Marsha Alesi  
\$4500-5000/mo DOE. File city app; RTJJ. Middle management position responsible for structural & non-structural plan review and supervision of 30 engineers. Must have a thorough knowledge of the Uniform Building Code, a minimum of 3 yrs supervisory management experience, registration as a civil engineer in CA, a strong commitment to giving good service to the public, and a minimum 5 yrs exp in a building inspection or similar agency. CA Structural License is desirable.

Courage is like a kite — a  
contrary wind causes it to rise.

### DIRECTOR OF EMPLOYMENT & TRAINING

Sutter County  
463 2nd Street  
Yuba City, CA 95991  
916/741-7113  
C: Personnel Department  
\$33,669-41,223/yr plus benefits. Apply in person or call for required county application file by 9/30. Under direction, plan, organize direct & coordinate the implementation and operation of employment & training programs for a 5-county job training consortium, formed & operated under provisions of the Job Training Partnership Act (JTPA) of 1982. FT Mon-Fri. Req completion of core college coursework in public/business admin or closely related field and 5 yrs increasingly responsible admin exp in the management of public employment programs including significant fiscal mgmt responsibilities. AA/EOE M/H



## CITY OF SAN RAFAEL

### PLANNING DIRECTOR

City of San Rafael  
1400 5th Avenue  
San Rafael, CA 94915  
415/485-3063  
C: Personnel Office  
\$4389-5201/mo (increase pending) + benefit pkg. File req city app & supplement by 9/20. Plan, organize and direct advance & current planning, code enforcement & technical support services; coordinate interdepartmental projects; advise & support the City Council Planning Commission and implement their policies; and engage in various public & inter-agency communications. FT Mon-Fri. Req BA/BS degree in urban/regional planning, geography or related field, prefer MA; AND 8 yrs progressively responsible, supervisory administrative land use planning exp, 2 of which included mgmt of planning div or dept. AA/EOE

## PEOPLE EXPRESS

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agency

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- Administrative
- Bookkeeping
- Accounting
- Word Processing
- Customer Service
- Data Entry
- Entry Management
- Sales
- Office Management

We also have immediate openings for entry-level positions.

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1111 Howe Ave, Suite 555, Sacramento, CA 95825  
(916) 920-5671

## Sales Manager

If you'd like to be part of the largest and fastest-growing independent recruitment advertising publication in the country, we'd like to talk with you.

- ◆ Management position responsible for telemarketing and outside sales functions, recruitment, training, and sales forecasts & budgets.
- ◆ Must enjoy vibrant, high-energy environment and be willing to be a member of a dedicated team in a rapidly expanding, dynamic firm.
- ◆ Requires sales management experience and strong people skills. Community involvement will be expected.
- ◆ Background in the employment/personnel industry or in classified/recruitment advertising sales is a must.
- ◆ We offer excellent working conditions, complete benefits, and a salary/bonus package (with stock options) commensurate with your experience.

Apply in writing with complete  
work and salary history to:



Karri Martin/Personnel  
2535 Capitol Oaks Drive, Suite 100, Sacramento, CA 95833

## Join A Winning Team

The City of Vacaville Invites Applications For

<b>Park Maintenance Superintendent</b>	<b>\$2879-3500</b>
Final Filing Date: October 7, 1988	
<b>Civil Engineer Assistant</b>	<b>\$2400-2917</b>
Final Filing Date: October 31, 1988	
<b>Accountant I</b>	<b>\$1932-2349</b>
Final Filing Date: October 14, 1988	
<b>Accounting Manager</b>	<b>\$3115-3787</b>
Final Filing Date: October 31, 1988	

Note: Salary ranges are monthly; plus 7% City-paid PERS

To apply for the above positions call the 24-hour JOBLINE, (707) 449-5113 or apply in person at the Personnel Office, 650 Merchant St, Vacaville, CA 95688, M-F 8:30-5:00.

EOE M/F/H



ESTABLISHED 1925



**PURCHASING & FACILITIES MANAGER**

Shasta County  
1500 Court Street, Room 105  
Redding, CA 96001  
916/225-5515  
C: Personnel Department  
\$3020/mo plus benefits and fully paid retirement. File by 9/23. Call for more info or apply in person. Develop and coordinate county purchasing program, negotiate contracts for leased facilities, and assign & dispose of surplus property. Full-time Mon-Fri. Shasta County (population 137,000) is located in a superb outdoor recreational area at the foot of majestic Mount Shasta. Requires 3 yrs responsible purchasing experience. AA/EOE

Be aware of an interviewer's reactions to you. If you sense you are not being understood, ask the interviewer if the question has been answered to his/her satisfaction.



**WASTEWATER TREATMENT PLANT**

**SUPERINTENDENT**  
City of West Sacramento  
2101 Stone Boulevard / P.O. Box 966  
West Sacramento, CA 95691  
916/373-5800  
C: Deborah Fischer / Personnel Analyst  
\$2450-2991/mo plus benefits. Send self-addressed stamped envelope indicating position to receive job flyer & application; file by 5pm 9/30. No postmarks accepted! Direct overall operation of City's wastewater plant. Full-time, Mon-Fri. Requires HS diploma or equivalent, 5 yrs experience in wastewater treatment plant operations (including 2 yrs in a supervisory role), class III CDL, and grade IV Wastewater Treatment Operator's Certificate (to be obtained within 18 mos of hire). AA/EOE



**Construction/  
Building Trades**



**DON STRAW ENGINEERING, INC.**

**ASPHALT FOREMAN**

Don Straw Engineering Inc.  
7798 Sunrise Creek Court  
Citrus Heights, CA 95610  
916/969-0177  
C: Skip  
\$11-13/hr DOE. Call for appt (preferably) or send resume. Immediate opening for a working foreman responsible for a small crew of asphalt workers. Full-time, 7-4 plus overtime (depending on project). Reputable, established company has been in business 10+ yrs in Sacramento. Requires 2 yrs experience as a construction supervisor (preferably in asphalt work), CDL, and DMV printout. Must be capable of running some construction equipment. EOE M/F/V



**CITY OF EMERYVILLE**

**BUILDING INSPECTOR**

City of Emeryville  
2200 Powell Street, 12th Floor  
Emeryville, CA 94608  
415/654-6161  
C: Personnel Department  
\$2500-3039/mo plus benefits including 7% PERS. File city application & resume by 5pm 10/7. Assist Chief Building Inspector; interpret & enforce Uniform Building Code; review Building Plans; and inspect framing, foundations, electrical, mechanical & plumbing installations. Full-time, Mon-Fri. AA Degree in Building Construction inspection required. 3 yrs experience as a building inspector and possession of an Inspectors Certificate as a combination from ICBO highly desirable

**BUILDING INSPECTOR**

City of Hawthorne  
4455 West 126th Street  
Hawthorne, CA 90250  
213/970-7936  
C: Personnel  
\$2214-3020/hr. File city application by 10/4. RTJJ. Inspect buildings & structures in all stages of construction, alteration & repair and determine their compliance with zoning ordinances and building, plumbing, electrical, and fire prevention codes. Req HS grad or equiv and at least 5 yrs recent exp as a journeyman plumber, electrician, carpenter or as an inspector specializing in any of the above areas; OR 3 yrs exp as a carpenter, electrician or plumber and an AA degree or certificate of competence in construction technology; OR any equivalent combination of education/exp. EOE H

**BUILDING INSPECTOR**

City of Yorba Linda  
City Hall  
4845 Casa Loma Avenue  
Yorba Linda, CA 92686  
714/961-7110  
C: Personnel  
\$2455-2984/mo. File city app; RTJJ. Inspect various phases of building construction to ascertain compliance with applicable city bid codes; maintain complete & detailed records of all field inspections, recording actions on the job site and in department records; and explain bid regulations & procedures to architects, engineers, owners & contractors. Training and/or education relating to the qualifications for the position such as ICBO and combination Inspector certification, bid inspection courses, etc. will be considered in selecting most qualified applicant, but may not sub for required exp.

**CARPET LAYERS**

Weeder Construction  
8188 Belvedere Avenue, Suite E  
Sacramento, CA 95826  
916/456-4351  
C: Keith Rieniets / General Manager  
\$8-14/hr DOE/DOQ. Send resume or apply in person; RTJJ. Lay & repair carpets, vinyl, asphalt, ceramic tiles, and various other floor coverings. Full-time plus occasional overtime; schedule depends on work load. Job could lead to management position in new LA offices, scheduled to open soon. Must be a self-starter with 3-5 yrs experience in a related field, and have ability to work independently and complete projects without supervision.

**CABINET LAYOUT PERSON**

Barbosa Cabinets  
4130 Commercial Drive  
Tracy, CA 95376  
209/836-2501  
C: Ed or Ron Barbosa / Owners  
\$10-14/hr DOE, plus paid holidays & 1 wk vacation after 1 yr. Apply in person, send resume, or call for appt. Produce cabinet layouts consisting of drawings & parts lists. Full-time, 7:30-4 Mon-Fri. Shop supplies custom-made kitchen & bathroom cabinets to subdivision contractors. 9-yr-old business has a staff of 20. Must be able to read blueprints and work from job-site dimensions. Prefer 5 yrs experience in cabinet layout & construction. Some computer experience helpful, but not required.

**CABINET MAKERS**

La Bruna Industries, Inc.  
2009 South Parco Avenue  
Ontario, CA 91761  
714/947-0042  
C: Dawn / Assistant to Purchasing  
\$4.25/hr DOE/DOQ, plus 1 wk vacation after 1 yr, 6 paid holidays, and medical, dental, life & vision insurance after 90 days. Call Paul for appointment; RTJJ. Read blueprints and operate saw & power tools. Flexible hrs, 7:30-4 Mon-Fri with possible overtime. Growing firm (40 employees) specializes in custom cabinetry for residences, major hotels, and stores. Requires experience in cabinetry and own tools. Must be a quality-minded, English-speaking, detail-conscious individual with good manual dexterity. Journey-level experience a plus. Must have right to work. EOE



**SUN  
LIGHT &  
POWER CO.**

**CARPENTER / FOREMAN**

Sunlight and Power Company  
1035 Folger Avenue  
Berkeley, CA 94710  
415/845-2997  
C: Office  
Salary commensurate with skills, experience & reliability, + medical ins avail. Would prefer resume sent, but may call for appt. Supervise crew, read blueprints & layouts, and construct houses at different job sites (first in Marin County near Tiburon, then near Berkeley). Hrs 7:45-4:30 Mon-Fri (usually no OT). Growing remodeling & sunspace contracting firm, in business since 1975, specializes in residential construction. Requires knowledge of active & passive solar systems and all other phases of construction, CDL, DMV printout, own tools and transportation. 5-10yrs exp preferred.

If you aim at nothing,  
you'll hit it every time.

**CEILING INSTALLER**

Sound Design Acoustics  
Santa Clara, CA 95051  
408/248-6995  
C: John Kelly / Manager  
\$7.50/hr DOE/DOQ, plus health insurance avail. Call for information & appt to be scheduled at job site; RTJJ. Install suspended ceilings in commercial buildings. Use ladder, drills and various hand tools to place tiles in metal grids. Full-time opportunity for this ceiling installation company. Hrs 7-3:30 Mon-Fri. Requires own truck. Must be dependable & hardworking. Willing to train.

**ELECTRICIAN / HVAC TECH / PLUMBER**

Weeder Construction  
8188 Belvedere Avenue, Suite E  
Sacramento, CA 95826  
916/456-4351  
C: Keith Rieniets / General Manager  
\$8-15/hr DOE/DOQ. Send resume or apply in person; RTJJ. Repair & schedule maintenance on commercial air conditioning systems and perform plumbing & electrical maintenance work. Full-time with some overtime; schedule varies according to work load. Job could lead to management position in new LA offices, scheduled to open soon. Must be a self-starter and willing to grow with our company. Req 3-5 yrs experience in a related field and ability to work independently and complete projects without supervision.



**AIRLINE CAREERS**

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Fresno, CA

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**ESTIMATOR**

Fab-Nor Products, Inc.  
Route 1, Box 1621  
Orland, CA 95963  
916/865-4183  
C: Judy Smith / Controller  
Salary DOE, plus vacation, holidays, sick leave, and medical insurance after 90 days. Send resume. Seek out & bid on jobs at Chico & Sacramento steel exchanges; do take-offs and submit to purchasing agent; work with detailers & erection companies; and obtain/calculate bids for submittal to contractors. Hrs 8-5 Mon-Fri. Largest CA steel manufacturing company owned by a woman. Requires minimum 5 yrs structural & miscellaneous steel construction estimating experience, ability to read blueprints, and good communication skills.

**ESTIMATOR / PLANNER**

San Jose State University  
Human Resources Department  
One Washington Square  
San Jose, CA 95192  
408/924-2260  
C: Personnel  
\$2349-2827/mo DOE/DOQ + xint benefits. Send resume. Estimate, plan, and schedule functions for all campus preventative maintenance, repairs, building alterations, and minor construction projects. FT position. Req exp in the construction process with strong emphasis on development of estimates of time, materials & labor; ability to monitor material & equipment needs for projects, read blueprints, and produce shop drawings; and BS in Engr, Industrial Mgmt, Business Mgmt, or related fields. 2 yrs trade, estimating or planning experience highly desirable. AA/EOE

**CAMELLIA CITY  
Landscape Management**

**FOREMAN / SUPERVISOR**

Camellia City Landscape Management  
2347 Gold River Road, #K  
Gold River, CA 95670  
916/635-5545  
C: Cliff or Gina  
Competitive salary DOE/DOQ plus negotiable benefits. Call for appt. Duties include quality control, irrigation repairs, gardening detail & supervision, customer services, and daily reports. Full-time. One of Sacramento's fastest growing industry leaders offers great growth potential for our whole team. Professional image a must! If you are ambitious and have a couple years experience in the landscape maintenance industry, we need you! CDL and DMV printout required.

Your request for a pay raise should be based on your workplace contributions and the salary levels for others in your line of work.

**GENERAL TECHNICIANS (part-time/on-call)**

RJA Maintenance Contractors, Inc.  
4125 Mohr Avenue, Suite M  
Pleasanton, CA 94566  
415/484-3100  
C: Bob  
Competitive salary DOE (+ potential for FT with benefits). Call for appt; RTJJ. Multi-faceted position includes servicing, repairing, and/or renovating commercial & industrial projects. PT, on-call with flexible hrs between 8-5 Mon-Fri (may become FT). Established firm provides on-call service, repair & renovation. Requires at least 5 yrs carpentry and/or mechanical repair exp, knowledge of carpentry & plumbing procedures, CDL, DMV printout (bring to interview), tools, and car. Must be responsible, flexible, and reliable. Plumbing/electrical exp a +. Semi-retired persons welcome. EOE M/F/H/V

**Midtown Agency**

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**Medical Positions**

Bookkeeper	no fee	\$2000/mo
Medical Trainee	no fee	\$1600/mo
Dr's Receptionist	no fee	\$1400/mo
Receptionist	no fee	\$1000/mo
General Office (entry)		\$1100/mo
Medical Receptionist		\$1500/mo
Cashier (several)		\$1000/mo

**Culinary Positions**

Chef	\$2000/mo
Food Manager	\$1600/mo
Cooks (several)	up to \$8/hr
Kitchen Helpers	\$5/hr

2600 J Street  
Sacramento CA 95816  
(916) 446-7844

"Don't kill the dream -  
execute it!" - Robert H. Schuller

**HEAVY EQUIPMENT FOREMAN**

Environmental Geotechnical Services  
6707 Cherry Avenue  
Long Beach, CA 90805  
213/428-0288  
C: Harold Durbin / VP of Engineering  
\$32,000-66,000/yr + xint bfts. Call for appt or send resume; RTJJ. Supervise 3-8 people, operate backhoe, dumptruck, drilling rig, or excavator; remove & install underground storage tanks; and help with soil remediation. Hrs 6:45-5 Mon-Fri (Sats optional). Firm has new state-mandated HAZ contractor's license for remediation/removal of hazardous waste, and liability/errors & omission insurance for employees. Req ability to write job descriptions, general supervisory experience, DMV printout, and transportation. If you are a stickler for details and documentation, we want you! EOE M/F/H/V

**BISSELL &  
KARN, INC.**

**HIGHWAY CONSTRUCTION INSPECTOR**

Bissell & Karn, Inc.  
1111 Howe Avenue, Suite 495  
Sacramento, CA 95825  
916/648-1691  
C: Pat O'Halloran  
Strong earning potential DOE/DOQ, plus full benefits including profit sharing. Call for appt or send resume, references & salary history/requirements; RTJJ. Inspect Caltrans highway construction projects, sample & test highway construction materials, and perform field office work. Full-time, variable schedule. 6-ofc Northern CA multi-disciplinary engineering firm, in business over 30 yrs, specializes in land development, transportation, water resource, quarry, and public project services. Prefer experience with highway work involving Caltrans plans & specifications. EOE

**HOME INSPECTOR**

Pacific Home Inspection Service, Inc.  
210 South Irwindale Avenue  
Azusa, CA 91702  
818/334-4303  
C: Mr. Davis / V.P. of Inspections  
\$2000-3000/mo DOE. Call for appt, 9-5 Mon-Fri or send resume with salary history/reqs; RTJJ. Inspect & photodocument homes from top to bottom. Inspections are primarily of private structures but some public building inspections are done. Hrs 9-5 Mon-Sat. Small, 20-employee company plans expansion to 50 employees over the next year. Req 1 yr inspection experience in all phases of SFR (single-family) & commercial (condos & commercial) construction. Must be familiar with Uniform Building Codes & older construction. City inspection & PR exp helpful. Req good communication skills. EOE



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**JOURNEYMAN ROOFER**

All Seasons Roofing Company  
125 Queens Lane  
Petaluma, CA 94952  
707/762-0836  
C. Liz

Salary based on piece work, plus employee paid medical & dental insurance after 6 mos. Call for appt. RTJJ. Install composition & wood shingles in mostly residential structures and perform clean-up duties (optional). Travel to different job sites within 50 miles. Full-time seasonal position; 7am until job is completed. Mon-Fri (weekends optional). 3.5-yr-old roofing firm (staff of 15-20) is owned by husband/wife team with over 35 yrs roofing exp. Req journeyman standards, car, and tools. Must be dependable, prompt, hardworking, and take pride in your work. CDL preferred. EOE M/F/V

Don't depend on others to call you back. Take the initiative and do the calling yourself.

**LANDSCAPE FOREMEN (2)**

Carson Landscape Industries  
5200 Florin-Perkins Road  
Sacramento, CA 95826  
C. Personnel Manager

\$6-8/hr DOE, + credit union, vacation, maternity & sick leave, medical/dental & life insurance, and profit sharing. Send resume or apply in person between 8-5; no phone calls please. Ambitious foremen needed to supervise landscape maintenance crews on year-round basis. Duties include mowing, edging, pruning, irrigating & fertilizing. Excellent advancement opportunities with growing company. Hrs 7-3:30 Tue-Sat (8-4:30 in winter). Requires good leadership skills and commercial landscaping experience.



**CIMA'S**  
Landscape &  
Maintenance Co.

**LANDSCAPE MAINTENANCE LABORER**

Cima's Landscape & Maintenance Company  
11437-A Sunrise Gold Circle  
Rancho Cordova, CA 95742  
916/635-2462  
C. Office

\$5/hr plus uniforms provided. Apply in person. Large, growing company is seeking an energetic individual to join our friendly, professional landscape maintenance staff. Perform duties including mowing, trimming, using a leaf blower, working with some chemicals & fertilizers, and repairing irrigation systems. Year-round position; 40 hrs/wk, 7-3:30 Mon-Fri plus overtime available. Grow with our firm. We offer a positive working atmosphere and advancement opportunity. Experience helpful. Willing to train.

**OFC PARTITION INSTALLER / CREW CHIEF**

John Ruth Corporation  
2175 Stone Avenue, Suite 9  
San Jose, CA 95125  
408/295-7700

C. Diana Callahan / Vice President  
\$10-15/hr DOE/DOQ, plus 1 wk vacation, 7 paid holidays, and medical & dental ins after 90 days. Call for more info (8-5 Mon-Fri), apply in person, or file employer application; RTJJ. Oversee, service & install modular office partitions. Req frequent travel in company car. 40+ hrs/wk, Mon-Fri (frequent overtime). Sole proprietorship specializes in design specification and installation services. Req 1 yr exp as a crew chief. Req CDL & DMV printout. Must be a team player, comfortable with the supervisory task. Blueprint reading exp a plus. Right to work required. AA/EOE M/F/H/V

**PLAN REVIEW SPECIALIST (PLAN CHECKER)**

City of Oxnard  
325 South 'A' Street  
Oxnard, CA 93030  
805/984-4655

C. Personnel / Employee Relations  
\$2361-3491/mo plus 7% PERS, medical/dental ins, vacation, sick leave, and holidays. File city application by 9/29; RTJJ. Make comprehensive reviews of building plans submitted by contractors, architects or homeowners; assist in the enforcement of applicable building, mechanical, electrical, and plumbing codes & ordinances; and provide info concerning City bldg standards to public. Requires education equiv to Bachelor's degree in architecture, engineering, or related field; 4 yrs responsible exp in structural plan check or related field, and ICBO Plans Examiner certification. AA/EOE

**PLASTICS LAMINATE WORKER (Journey-Iv)**

Moller & Bell  
8191 Belvedere, Suite D  
Sacramento, CA 95826  
916/454-3607

C. Mr. Dennis Grimes / Owner  
\$8+/hr DOE, plus vacation, holidays, sick leave, and medical insurance after 90 days. Call for appt or send resume. Fabricate cabinets & reception desks, from construction through applying lamination. Full-time, 6am-2:30pm Mon-Fri. High-end case work manufacturer, in business 10 yrs, specializes in store (primarily), office and home cabinets & furniture. Requires journey-level plastics lamination & cabinet construction experience.

**SERVICE TECHNICIANS (2)**

Orkin  
North Highlands, CA 95660  
916/482-4562

C. Joe McBride / Service Manager  
\$1200/mo guaranteed training salary, then min \$750/mo + production commissions, vacation, sick leave & holidays, and medical ins after 90 days. JOBS ALSO AVAILABLE IN STOCKTON (209/943-1959) or MODESTO (209/578-0681). Call for appt. Provide general pest control svcs in/around businesses and homes, running designated service routes in protected territory. Daily pesticide use req. World's largest exterminator. FT Mon-Fri; hrs vary. Req neat appearance, strong communication skills, ambition, and willingness learn & work hard. No exp req; 2-mo training w/ comprehensive attn to chem use techniques & safety procedures.

**TREE TRIMMER**

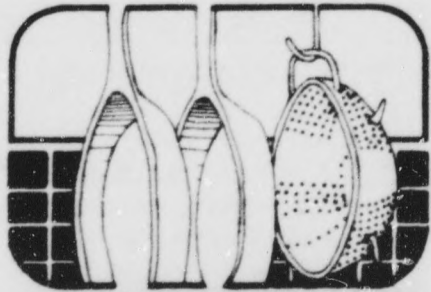
Crisp Tree Service  
3850 Cherry Court  
Visalia, CA 93277  
209/734-6382  
C. Rob

\$8.50-11/hr DOE, plus optional benefits including vacation, holidays, sick leave, and 50% medical insurance contribution. Call for appointment; RTJJ. Trim residential trees and clear utility lines for 30-yr-old tree-trimming business. Hrs 7-3:30, 5 days/wk. Requires 7-8 yrs experience including residential work & utility line clearing. Must have CDL, DMV printout, tools, climbing gear, and references.

**WELDER**

Pacific West Trailer Manufacturing  
9616 Antelope Oaks Court  
Roseville, CA 95678  
916/786-5115

C. Mr. Steve Allred / President  
\$5.50-6/hr DOE. Call for appt; RTJJ. 9-yr-old utility trailer manufacturing company seeks individual to build and weld utility trailers. Hrs 8-5 Mon-Fri. Must be dependable, hard working, and have verifiable welding experience. EOE



Culinary/  
Restaurant

**NAUGLES**  
DRIVE-THRU RESTAURANT

**ASSOCIATE MANAGER**

Naugles Restaurants  
2234 El Camino Avenue  
Sacramento, CA 95821  
916/922-8681

C. Hamid  
\$5+/hr DOE, plus medical insurance. Call for appt or apply in person. Provide general staff supervision and manage overall daily operations in the store manager's absence, carrying out policies & procedures, handling customer complaints, managing production, and maintaining cleaning & safety standards. Must be accurate with numbers. 40 flexible hrs/wk. Regional division of Naugles Corporation has stores in Stockton, Lodi, and 4 Sacramento locations. Prefer experience. EOE

**Management Opportunities**

The Old Spaghetti Factory, a Portland, Oregon-based 25-unit restaurant company, is looking for managers and kitchen managers. Ideal candidates have 2 to 4 years of college, 6 months recent restaurant exp, leadership history, and a willingness to relocate for growth opportunities at company's expense.

Send Resume to:  
Director of Management Recruiting  
Old Spaghetti Factory, Intl. Inc.  
62 Jack London Square  
Oakland, CA 94607

**BUSPERSON**

Luuu Garden Restaurant  
1890 Arden Way  
Sacramento, CA 95815  
C. Manager

\$3.50/hr plus tips. Apply in person between 3-5pm Mon-Wed (located next to Mervyn's). Perform a variety of duties including bussing tables, serving food & beverages, and cleaning up restaurant. Full & part-time, flexible hrs (lunch & dinner shifts). In business 13 yrs, restaurant/cocktail lounge features an oriental menu (take-out available) and has a seating capacity of 220. Must be responsible, personable, and team-oriented. EOE

**CASHIERS**

Luuu Garden Restaurant  
1890 Arden Way  
Sacramento, CA 95815  
C. Manager

\$4.25/hr. Apply in person 3-5pm Mon-Wed (next to Mervyn's). Perform cashier duties that include cash handling, seating guests, handling phones, and answering customers' questions. Full & part-time, flexible hrs (days/lunch or nights/dinner). In business 13 yrs, restaurant/cocktail lounge features an oriental menu (take-out available) and has a seating capacity of 220. Must be responsible, personable, and team-oriented. EOE



**AUBURN GARDENS**

**COOK**

Auburn Gardens Convalescent Hospital  
260 Racetrack Street  
Auburn, CA 95603  
916/885-7051  
C. Mrs. Stevenson

Pay commensurate with experience (new wage scales!) plus full benefits. Call for appt. Join our 84-bed SNF and prepare nutritional menus for patients. Full-time; days & hrs to be arranged. We have a friendly staff and great environment. Therapeutic diet experience preferred, but will train qualified applicants. EOE

**RAMADA RENAISSANCE HOTEL**  
currently has the following positions available:

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F/T employees receive medical, sick leave, & vacation. Uniforms provided. Competitive wages.  
Apply in person  
2355 N. Main Street  
Walnut Creek, CA 94596  
M-F, 9-12 noon only, or call  
(415) 935-8866

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- BAKERS

FT employees receive medical, sick leave, and vacation. Some meals; uniforms provided. 2-8 hrs/day. Flexible shifts, full & part-time positions.

140 Segundo Dining Hall  
UC Davis, CA 95616

(916) 752-6311

**DELIVERY DRIVER**

Buffalo Pizza & Ice Cream Company  
2026 Broadway  
Sacramento, CA 95818  
916/451-6555  
C. Manager

\$4.25/hr + tips, delivery allowance, and medical ins after 1 yr. Apply in person (interviews held from 1-2pm Mon-Fri). Deliver pizzas and handle various restaurant tasks. If you enjoy a fast-paced job and a variety of duties, please apply now at the home of Sacramento's original breakfast pizza. Full or part-time flexible positions (primarily evenings, PT). We offer a fun place to work, and provide great customer service and fast, free deliveries within your local area. Must be at least age 18, dependable, well-organized, personable, have own insured vehicle, and provide DMV printout.

There are three "secrets" to resume writing: clarity of expression, logical and comprehensive presentation, and common sense.



**AUBURN GARDENS**

**DIETARY AIDE**

Auburn Gardens Convalescent Hospital  
260 Racetrack Street  
Auburn, CA 95603  
916/885-7051

C. Mrs. Stevenson  
Pay commensurate with experience (new wage scales!) plus full benefits for full-time positions. Call for appt. Seeking dynamic individuals to assist with kitchen duties. Full & part-time available; days & hrs to be arranged (PT positions flexible). 84-bed SNF has a great environment. Experience not necessary; will train!

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- CATERING MANAGERS
- FOOD & BEVERAGE MANAGERS
- CHEFS

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- Conference Centers
- Education Services
- Health Care Services

Please send your resume to:  
Marriott Corporation, Yvonne Wagner, Human Resources Manager, Dept. CJJ, 1111 Bayhill Drive, Suite 200, San Bruno, CA 94066.

**Marriott**  
FOOD & SERVICES MANAGEMENT

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**BEVERLY**  
ENTERPRISES

**DIETARY SERVICE MANAGER**

Hy-Lond Convalescent Hospital  
1900 Coffee Road  
Modesto, CA 95355  
209/526-1775

C. Administrator  
Competitive salary based on experience plus xint benefits pkg including vacation, holidays, sick leave, and medical/dental & life ins. Call for appt, send resume, or apply in person. Take charge of overall supervision of kitchen department. Great advancement opportunities and excellent career incentives for enthusiastic & motivated individuals! Full-time day shift Mon-Fri. WEEKENDS OFF! Hy-Lond is a part of Beverly Enterprises, the largest long-term care corporation in America. Must have experience in a kitchen environment and good supervisory skills.

Career success depends more on **Attitude** than **Aptitude**.

**HOST / HOSTESS**

Woody's Classic Cookhouse  
& Cowabunga Bar  
2751 Fulton Avenue  
Sacramento, CA 95821  
916/485-4886

C. Manager  
\$4.25+/hr DOE, plus medical & dental insurance. Apply in person. Duties include seating customers, cashiering, bussing tables, and providing general customer services. Full and part-time positions; day & night shifts with flexible hrs. Theme-style restaurant features a fun, casual atmosphere and has locations in Folsom and Sacramento. Must be outgoing and able to work well in a fast-paced, team-oriented environment. Experience is helpful, but will train. EOE



**LINE COOK**

Woody's Classic Cookhouse  
& Cowabunga Bar  
2751 Fulton Avenue  
Sacramento, CA 95821  
916/485-4886  
C: Manager

\$4.50+/hr DOE, plus benefits after 90 days (for full-time employees) including medical & dental ins. Apply in person Tue & Thu only, between 2-4. Prepare various dishes and do light janitorial work. Full-time; flexible day & night shifts available at both the Sacramento & Folsom locations. Theme-style restaurant with a very relaxing atmosphere seats 140. Must be willing to work with others and have a positive attitude. Prefer experience, but will train!

**MANAGER or ASSISTANT MANAGER**

Buffalo Pizza & Ice Cream Company  
2026 Broadway  
Sacramento, CA 95818  
916/451-6555  
C: Steve

Salary negotiable plus benefits including vacation. Send resume or apply in person. If you enjoy a fast-paced environment and direct customer contact, this job is for you! Buffalo Pizza & Ice Cream is seeking qualified supervisors to help us maintain our reputation. Responsible for overall supervision & store security. Full-time flexible position; primarily evening hrs. We offer a fun working environment. Must have good supervisory & great communication skills and be team-oriented.

**PREP COOK**

Babe's Bar & Grill  
5060 Madison Avenue  
Sacramento, CA 95841  
916/331-5811  
C: Manager

\$4.25/hr DOE. Apply in person between 2-4pm 7 days/wk. Privately owned restaurant serving ribs, hamburgers, sandwiches & chicken, seeks individual to perform a variety of duties including prep and line cooking. Full & part-time positions available; day shift including some weekends (flexible hrs around school & homemaking schedules). No exp required. EOE

**RESTAURANT HELP**

Denny's Restaurant  
1568 East Main Street  
Woodland, CA 95695  
916/666-4001  
C: Tim Imlay / Manager

\$4.75+/hr DOE (cook); \$4.25/hr to start (host & svc asst); \$3.50/hr + tips (waitperson). Bfts: 6 holidays, 1 wk vacation after 1 yr, medical, dental & life ins, and profit sharing. Apply in person (3-5 Mon). If you seek a fast-paced, team-oriented environment with great working conditions & xint bfts, this is for you! Varied duties include seating customers, waiting tables, cooking, or busing in our 104-seat family-style restaurant. FT days (host) or nights/graveyard (waitperson); flexible hrs to be arranged. Must be service-oriented and have good work habits. No exp needed; will train. EOE

### Hotel & Restaurant ◆ Opportunities ◆

Hotel El Rancho has openings in our restaurant, banquet, and hotel operations. Hours can be flexible to fit your schedule. Also hiring especially for the upcoming holiday season. Our openings include:

- ◆ Host/Hostess ◆ Front Desk Clerk
- ◆ Waitpersons ◆ Night Auditor
- ◆ Banquet Persons

Interested candidates should send resume to:

Hotel El Rancho, c/o Janie  
1029 West Capitol Ave  
West Sacramento, CA 95691

**Pebble Beach Company**

A 4 star classic resort on the Monterey Peninsula, includes elegant lodging facilities, 5 restaurants and 6 fully owned retail stores has, & these openings.

- ◆ Retail Personnel ◆ Pharmacist
- ◆ Front Desk ◆ Reservationist
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# Check Out a Hospitality Career

Where will the jobs be in the year 2000? Surprisingly, a lot of them will be at your local hotel, motel, resort, or other lodging establishment.

The lodging/travel industry will be the largest industry in the U.S. by the turn of the century, and the surge in employment opportunities has begun already. The industry now employs 1.4 million people and creates about 100,000 new jobs every year.

An increasing number of business travelers accounts for part of the boom. But Americans are also willing to spend more money for luxuries than ever before – and that means a greater demand in travel and accommodation amenities.

Nationwide, industry analysts expect to see steady growth in the lodging field each year between now and the turn of the century – but that growth may be higher in important tourism states like California.

A study conducted by the American Hotel & Motel Association (AH&MA) and Purdue University in 1986 indicated that the lodging industry will require between 525,000 and 800,000 more employees in the last 15 years of this century. That's a total growth increase of 25 to 39 percent.

Major changes in the make-up of the American work force will also increase the demand for workers. The pool of 16- to 24-year-olds – traditional entry-level workers – has declined by 26 percent.

"There are a lot of middle-aged women who want to get back into the work force, a lot of semi-retired people who want something to do, a lot of mid-life career changers out there," says James D. Landon director of certification for the Educational Institute of the AH&MA, headquartered in East Lansing, Michigan.

"The hospitality industry looks favorably on mature, responsible employees – men and women – who can deal effectively with the public, people who already have some valuable job skills. This is not strictly a young man's arena," Landon adds.

Lodging establishments require employees in a number of areas, including front office operations, housekeeping, engineering and maintenance, security, marketing and sales, accounting and financial

management, personnel and training, and food and beverage operations. Because hotels are open 24 hours a day, many employees must work afternoon or night shifts. Students and heads of single-parent families sometimes find this an asset, since it means more flexible work schedules.

**Salaries Vary Dramatically**

The AH&MA/Purdue study cautions that wage rates must be competitive if the industry is to maintain its growth rate. Currently, salaries vary dramatically within the industry by individual employer, but most entry-level positions – dishwashers, clerks, bellhops, telephone operators, kitchen help – pay minimum wage.

Those in supervisory positions, however, earn much more. According to the U.S. Bureau of Labor Statistics, managerial positions pay an average of \$34,000 per year, but that rate varies with the size of the employer and job experience. General managers in large establishments may make as much as \$87,000, while assistant-level managers at small hotels/motels might make about \$24,000 per year.

Management ability, however, isn't the only skill valued in the lodging industry. Foreign language fluency can be a plus as hotels cater to increasingly cosmopolitan clientele. "Hotels have traditionally hired foreign-speaking people – from housekeepers to managers – because it's a tremendous asset to the hotel," says Landon.

Creativity is also valued in even entry-level positions. "Not all of us can write a book or paint a picture," says Landon, "but there's a lot of creativity in hotels – from the chefs in the kitchen inventing a new dish to room attendants leaving a guest room knowing they've created a warm, friendly environment."

For many potential employees, the best news is that hotels generally like to promote from the ranks and that promotion is not "education-intensive."

"There are still Horatio Alger stories in this business. People come in, maybe even at a basic level, like a dishwasher, and can 'graduate' to upper management if they have the right skills. I think most hotels still like to promote from within their ranks if they can," says Landon.

The industry is also increasingly concerned with reducing employee turnover. As a result, some employers have implemented special programs such as paying for job-related education, providing on-site day care, or recognizing employee excellence with awards and bonuses.

**Educational options**

While many schools offer four-year hospitality management programs, a number of two-year schools and vocational centers also offer training programs and courses.

"People interested in hospitality careers can plug into a wide variety of training programs," says Landon. "A four-year college degree is just not economically possible for some people. But community colleges, vocational centers, and home-study courses are all viable alternatives for lodging industry employees who want to acquire more job-specific skills. I think the best part of the industry is that these education programs, along with practical ability, can get an employee just as far, many times, as an advanced degree." □

For more information about career opportunities and educational options, contact the Educational Institute's Academic Services Department at (517) 353-5500.



The lodging/travel industry will be the largest industry in the U.S. by the turn of the century.



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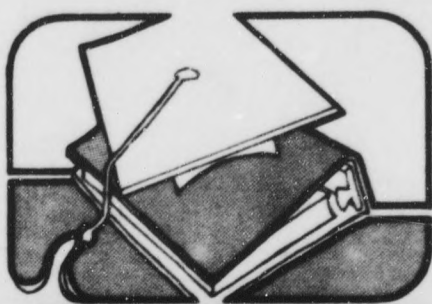
Hilton Hotels  
2200 Harvard Street  
Sacramento, CA 95815  
916/922-4700  
C: Personnel

Salary negotiable. + medical/dental insurance. Apply in person between 9am-noon Mon-Fri. Report to the executive chef; supervise 2 restaurants, overseeing daily kitchen operations and monitoring food quality, production & accounting functions. Full-time flexible hrs. 334-room Hilton Sacramento is a member of the premier hotel chain. Requires 5 yrs exp as a chef in a high-volume environment. EOE

**WAITER**

Luau Garden Restaurant  
1890 Arden Way  
Sacramento, CA 95815  
C: Manager

\$3.50/hr plus tips. Apply in person between 3-5pm Mon-Wed (located next to Mervyn's). Serve food, bus tables, take orders, and provide customer satisfaction. Full & part-time, flexible hrs (days or nights). In business 13 yrs, restaurant/cocktail lounge features an oriental menu (take-out available) and has a seating capacity of 220. Must be responsible, personable, and team-oriented. EOE

**Education****CITY LIBRARIAN**

City of Whittier  
City Hall  
13230 East Penn Street  
Whittier, CA 90602-1772  
213/945-8200 x 403  
C: Personnel Department

\$44,340-54,192/yr DOE/DOQ, + vacation, holidays, sick leave, executive leave, term life & accidental death/dismemberment, and additional \$10,000 life ins. Submit resume by 10/28; RTJJ. Plan, direct, supervise & coordinate activities of City library, and serve as secretary to City Library Board of Trustees. Requires MA degree in Library Sciences from an American Library Association accredited library school, and knowledge of modern library organization, svcs, objectives, and their application to the City library program; and ordinances, resolutions & laws affecting municipal library operations. EOE

**Vice Chancellor  
For Human Resources**

Applications & nominations are invited for the position of Vice Chancellor for the Human Resources Dept of Coast Community College District. He/she is responsible to the Chancellor for all matters pertaining to employer/employee relations, collective bargaining negotiations, affirmative action/fair employment practices and for recruitment employment and retention of all employees in the district.

Minimum qualifications include: Masters degree and 3 yrs personnel administration exp in an education setting, and possession of or eligibility for a CA community college administrative credential.

Salary: \$72,908/yr plus mileage allowance of \$110 per month, along with an excellent fringe benefit package.

To receive application or enter nomination call or write:

Coast Community College District  
P.O. Box 1949  
Costa Mesa, CA 92628  
(714) 432-5008

District application form must be received no later than 5 pm, October 15, 1988.

EOE AA M-F-H

**DIRECTOR / SITE SUPERVISOR**

Kids On Campus  
2850 East Lafayette Street  
Stockton, CA 95205  
209/943-5371

C: Sue Darst / Program Director

\$1600-2000/mo DOE/DOQ, plus competitive benefits package. Call for more info or send resume. Child care center for youngsters (5-10 yrs old) seeks individual to supervise 5-10 teachers & aides, and to work with parents of about 100 children (ages 5-12). Hrs 9-6 Mon-Fri. Requires children's center or instructional permit and administrative ECE units.

**DISTRICT SUPERINTENDENT / PRINCIPAL**

Alameda County Office of Education  
313 West Winton Avenue, Room 338  
Hayward, CA 94544-1198  
415/887-0152 x304

C: Kathy Erceg / Personnel Assistant

\$50,000/yr negotiable DOE/DOQ, plus medical, dental & vision ins. Call for more info & county application; file by 9/23. Work harmoniously & effectively with governing board, school staff & public; prepare financial reports; and supervise school plant maintenance. FT position is at Sunol Glen Elementary which has 170 students and an exemplary education program. Requires CA admin credential, master's from accredited univ or college, 5 yrs teaching exp (elementary). 2yrs FT admin exp, knowledge of CA school systems, good oral/written skills, and ability to demonstrate leadership in an education program.

**DIVISION CHAIRPERSON / HEALTH SCIENCES**

San Joaquin Delta Community College Dist.  
5151 Pacific Avenue  
Stockton, CA 95207  
209/474-5059  
C: Personnel

\$53,913/yr DOE/DOQ + vacation, holidays, sick leave, and full medical, dental, life & vision ins. File by 10/28. Submit letter of app, copies of transcript, 3 letters of recommendation, district app, and resume. Organize & manage div programs and direct ADN, LVN, & EMT programs; act as liaison with area hospitals & healthcare agencies; and work with students, faculty & staff. FT Mon-Fri. Req MA degree in nursing, eligibility for community college instructor & supervisory credentials, and current RN lic. Must meet reqs of CA Board of RN & Vocational Nursing and Psychiatric Technician Examiners. AA/EOE

Humble people don't think less of themselves - they just think of themselves less.

**HEAD WOMEN'S BASKETBALL COACH (PT)**

Los Rios Community College District  
Cosumnes River College  
1919 Spanos Court  
Sacramento, CA 95825  
916/920-7912  
C: Certificated Personnel

Salary DOE/DOQ (units/degrees) + bfts; add 5% for Doctorate and \$1999 for head coach. Call for more info and district app between 7:30-2; file by 10/7. Under direction of Athletic Director & Asst Dean, perform all duties related to intercollegiate athletic program; recruit & supervise student athletes, schedule athletic contests, arrange transportation; and maintain equipment & supplies. PT, 46% contract (9/1/89 - 1/31/90), hrs & days to be determined. Req CA Community College PE credential or ability to obtain, and women's interscholastic or intercollegiate basketball coaching exp.

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Salary: \$2717-\$3464 per month. Requirements: 3 yrs of journey person exp in the appropriate subject specialty, at least 1 yr of which must have been within the last three years. Education: Graduation from high school. \*Special requirements: 1. Possession of a valid California Teaching Credential which authorizes the holder to teach on a full-time basis a vocational course in Culinary Arts, and education equivalent to completion of 2 yrs of college. (Additional qualifying exp may be substituted for the required education on a year-for-year basis.) OR 2. Experience: 3 yrs of exp supervising food preparation or service in a school, hospital, industrial plant, unit of the armed forces or similar agency serving at least 750 meals daily. This exp must have included training responsibility requiring classroom instruction and preparation of lesson plans. (Completion of one year of graduate work in institution administration or completion of an approved dietetic internship may be substituted for the 2 yrs of required exp.) At least one year of the required exp must have been within the last 3 yrs.

Credential: Possession of a valid California Teaching Credential which authorizes the holder to teach on a full-time basis, a vocational course in the appropriate subject specialty. (Applicants who do not possess this credential may take the exam, but must have an application for the appropriate credential before appointment and must secure the credential within 120 working days after appl.) Applicants must show their credential and/or license number, title, and expiration date on their application if they possess one. Must be willing to continue their educational development and work in a State correctional facility with inmates. Must be able to pass a complete physical. Application form 678 may be obtained at Employment Development Department offices and mailed to: California Correctional Center, Personnel Office, P.O. Box 832, Ukiah, CA 95117, and must be postmarked no later than 10/14/88. The positions are in located Susanville, CA. An Equal Opportunity Employer. Only individuals lawfully authorized to work in the United States will be hired.

**INSTRUCTOR / ARCHITECTURE**

Rancho Santiago Community College District  
17th Street at Bristol  
Santa Ana, CA 92706  
714/667-3320  
C: Personnel

\$25,237-48,845/yr plus excellent benefits. Call for more information; file district application, resume, copies of transcripts, and placement file and/or 3 letters of recommendation by 10/10. Plan & teach classes in architectural design, professional practice, architectural history, environmental controls, computer apps, and graphics communications. Full-time Mon-Fri; hrs to be arranged. Community college has 28,000-30,000 students and requires recent teaching experience in architecture or related field. Master's degree and professional architecture license preferred. AA/EOE

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**MONTESSORI TEACHERS (2)**

Heads Up!  
445 East Charleston Road, Suite 9  
Palo Alto, CA 94306  
415/424-1221  
C: Susan

\$1200-1800/mo DOE/DOQ, plus medical ins and paid vacation. Call for appt & information or send resume; RTJJ. Plan curriculum 2 hrs/day & teach in an excellent working environment using the Montessori method to encourage self education. Full-time positions available in Palo Alto and San Jose. Hrs vary, Mon-Fri. Req Montessori certification. Exp preferred, but not necessary.

**PRESCHOOL TEACHER (part-time)**

Silver Lining Childcare Center & Preschool  
1011 Terrace Drive  
Napa, CA 94559  
707/226-5437  
C: Judy Akers / Director

\$4.50-5.50/hr DOE/DOQ, plus medical & dental insurance after 6 mos, 1 wk vacation after 2 yrs, and 10 holidays. Apply in person, call for app or information, or send resume; RTJJ. Prepare & implement the curriculum for 8-12 children, instruct and supervise activities & field trips for 2 to 5-yr-olds. Preschool & day care center with a structured, hands-on environment offers advancement potential. PT flexible schedule between 7-6 Mon-Fri. Requires minimum 12 ECE units. Experience preferred.

**PRESCHOOL TEACHERS /****PRESCHOOL-ELEMENTARY SUBS**

Merryhill Country Schools  
2730 Eastern Avenue  
Sacramento, CA 95821  
916/485-2177  
C: Renee Reale / Personnel Director

Salary commensurate with exp and qualifications. Send letter of app, resume & transcripts. Teachers develop & implement daily lesson plans, and care for & supervise children. Substitute teachers implement existing lesson plans and work on-call. FT, PT & long-term substituting opportunities available. Growing, private preschool has 15 locations in SACRAMENTO, ROSEVILLE, ELK GROVE, and MODOSTO; and is hiring for schools in ROCKLIN, NORTH ROSEVILLE, DAVIS, STOCKTON, NOVATO, and SANTA ROSA. Full & part-time positions available. Must meet Dept of Social Service's ECE requirements. EOE

**STUDENT INTERPRETIVE AIDE**

East Bay Regional Park District  
11500 Skyline Boulevard  
Oakland, CA 94619  
415/531-9300 x2600  
C: Personnel

\$6.11/hr to start. Apply immediately on district forms only. Excellent 2-yr training program for currently enrolled college students interested in environmental education. Perform a variety of duties including assisting naturalists with interpretive programs and working with the public. Part-time during school year and full-time in summer. Park visitor center also has immediate openings in Tilden, Black Diamond, Sunol & Coyote Hills, and future openings in Crab Cove and Ardenwood. Requires compatible coursework and CDL.

**SUPERVISOR / HIGH SCHOOL DEPARTMENT**

San Francisco Unified School District  
135 Van Ness Avenue, Room 118  
San Francisco, CA 94102  
415/585-9203  
C: Personnel

\$55,735-60,825/yr DOE/DOQ, plus excellent benefits. Call for more information & district application; file by 10/4. Supervise high school principals; report to assistant superintendent for high schools; provide support & assist in day-to-day operations; and working with administration, assist in resolving formal & informal concerns & grievances from parents, students, community members, and district staff. Full-time Mon-Fri, 216 days/yr. Requires current CA administrator credential and minimum 3 yrs exp as a high school administrator. EOE

**SCHOOL PSYCHOLOGIST**

Placer Hills Union School District  
P.O. Box 68  
Meadow Vista, CA 95722  
916/878-2606  
C: Karen Meredith/Superintendent Secty

Salary to be determined at time of employment, + health/dental & vision ins. Contact district ofc in person/by phone for app (must have placement file); file by 3pm 9/30. Provide GATE (gifted & talented students) Program testing, special education assessments, and some counseling; coordinate CTBS testing; compile psychological reports; and work with special education coordinator, principal, students & parents. 32 hrs/wk (8 hrs/day, 4 days/wk), 10-mo contract. Req CA School Psychologist credential or qualifying skills, and ability to interact effectively with students, staff, and parents.

If you're looking for work or considering changing to a new field, a career counselor can provide helpful information and assist you in making a wise choice.

For a list of accredited counseling services in the U.S. and Canada, consult *The Directory of Counseling Services*. It's published by the American Personnel & Guidance Assoc., 2 Skyline Place - Suite 400, 5203 Leesburg Pike, Falls Church, VA 22041.

**TEACHERS (part-time)**

Bright Beginnings  
330 Golden Hinde  
Corte Madera, CA 94925  
415/924-1677  
C: Laura/Director or Gayle/Office Asst

\$67.50/hr plus health insurance, vacation, holidays, and sick leave (totaling 5 wks/yr paid time off). Call for appointment; RTJJ. Plan & implement classroom lessons and activities, and supervise up to 3 teaching assistants for infant to pre-kindergarten-age children (age depends on assignment). PT, 6-8 afternoon hrs/day. Licensed for 140 children, ages 3mos - 7yrs. Requires minimum 6 ECE units. Some experience working with children preferred.

**TEACHERS (3)**

Kids On Campus  
2850 East Lafayette Street  
Stockton, CA 95205  
209/943-5371 or 943-5379  
C: Sue

\$6.92-9.23/hr DOE/DOQ, plus medical insurance after 90 days, and paid vacation after 1 yr (for those working 25+ hrs/wk). Call or drop by for application. Arrange & implement lesson plans, often based on weekly themes. Curriculum includes art, science, music, and physical education. Nonprofit day care organization was opened in the late '70s and includes 6 centers (each with approx 6 teachers, 6-12 aides, and about 100 children aged 3-12 yrs). FT & PT positions available. Mon-Fri; hrs negotiable. Must have 12 ECE units or 6 units & be attending school to receive 6 more.

**FamiliesFirst****TEACHER**

FamiliesFirst, Inc.  
502 Mace Boulevard, Suite 8  
Davis, CA 95616  
C: Teacher

\$27,000-33,000/yr DOE/DOQ, plus paid holidays & sick leave and medical/dental, life, vision & disability insurance after 3 mos. Send resume. Teach general academic subjects at a Non-Public special education school serving severely emotionally disturbed boys, ages 10-14. Position coordinates with residential & clinical staff. 6-10 children per room; 1 teacher's aide per class. Hrs 8:30-4:30 Mon-Fri; 220 days/yr. Requires Calif LH (learning handicapped) credential. EOE

**ALAMEDA COUNTY  
OFFICE OF EDUCATION****TEACHER - MATHEMATICS**

Alameda County Office of Education  
Juvenile Court School in San Leandro  
313 West Winton Avenue, Room 338  
Hayward, CA 94544-1198  
415/887-0152 x304  
C: Personnel Services

\$25,193-41,037/yr DOE/DOQ (plus \$300/yr with master's degree), plus STRS and dental, life & medical insurance equivalent to Kaiser family rate. Call for more information & county application; file by 9/30. Teach mathematics and a wide range of subjects in a county juvenile hall self-contained classroom or departmentalized structure, prepare lesson plans, and confer with staff & administration. FT Mon-Fri; September through June (182 days). Req basic CA credential authorizing teaching all levels & subjects and versatile teaching exp (assignments may vary annually). AA/EOE

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your belief, the more rapid  
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**ALAMEDA COUNTY  
OFFICE OF EDUCATION****TEACHER - PROGRAM SUBSTITUTE (temp)**

Alameda County Office of Education  
313 West Winton Avenue, Room 338  
Hayward, CA 94544-1198  
415/887-0152 x304  
C: Personnel Services

\$14,950/yr DOE/DOQ (plus \$300/yr with master's), + STRS and dental, life & medical ins equiv to Kaiser family rate. Call for more info & county app; file by 9/30. Substitute teach a wide range of subjects in a juvenile court school self-contained classroom or departmentalized structure; confer with the teacher & director regarding effective substitute coverage, lesson plans, and record keeping; and develop material when not teaching. FT Mon-Fri; 10/1/88-6/16/89 (108 days). Req basic CA credential authorizing teaching all levels & subjects. Exp teaching various levels & subjects preferred. AA/EOE

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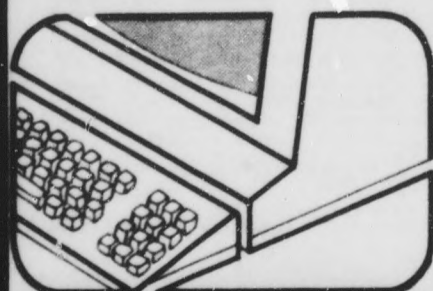
**(209) 957-3030**

**6006 N. El Dorado  
Stockton, CA**



# **TODDLER / INFANT TEACHERS (4)**

**Heads Up!**  
445 East Charleston Road, Suite 9  
Palo Alto, CA 94306  
415/424-1221  
C: Susan  
\$6-8/hr. DOE/DOQ. Call for appt & information or send resume. RTJJ. Work in conjunction with Montessori teacher to instruct classes of infant to preschool-age children in an excellent working environment. Part & full-time positions available in Palo Alto and San Jose. Hours vary. Mon-Fri. Req at least 12 ECE (early childhood education) units or a BA degree in childhood education. Exp preferred but not necessary.



## **Electronics/ Data Processing**

### **COMMUNICATIONS TECHNICIANS (2)**

Hendrix Electronics  
P.O. Box 506  
Imperial, CA 92251  
C: Ray Russell / Service Coordinator  
\$7-15/hr DOE, + vacation, holidays, sick leave, medical/dental ins, and up to 4% paid retirement package. Send resume & refs: RTJJ. Operate & maintain 2-way radios and paging, microwave & multiplex systems. 40 hrs/wk. Motorola service shop, in business 30 yrs, specializes in installing & servicing communication systems. Req good verbal skills, CDL, and DMV printout. Must have professional appearance and be efficient & responsible. HS grad pref. Gen FCC license, National Business Assn cert, and min 2 yrs exp in communication maintenance a +. Will train local person. Must be US citizen. AA/EOE

Follow up on job leads without delay. Even if you learn of an opening late in the day, you should call the firm immediately to arrange an appointment. Waiting until the next day may be too late!

### **CONFIGURATION/DATA MANAGER**

S. Systems Corporation  
9800 La Cienega Boulevard, #201  
Inglewood, CA 90301  
213/216-1108  
C: Mr. Stephens / Dir Human Resources  
Up to \$38,000/yr + 1 wk vacation after 1 yr, 9 wk leave days, and medical/dental & vision ins after 1st continuous month. Send resume; RTJJ. Provide configuration management support to US Air Force, review configuration mgmt plans for compliance with govt requirements, support CCB & CCBDS activities, and prepare agendas & minutes. Hrs 7:15-4 on-Fri. Govt contractor provides technical support to the Air Force. Req 7 yrs experience hardware configuration management or data management; and knowledge of CMC processes, mil-standards & regulations. Must be prompt and hardworking. AA/EOE M/F/H/V

### **PROGRAMMER**

Western Farm Credit Bank  
P.O. Box 13280-A  
Sacramento, CA 95813  
C: Programmer  
Salary DOE, plus excellent benefit plan. Send resume. Leading agricultural financial institution has openings for a programmer. Work as a project team member, implementing loan accounting & financial systems. Full-time on-Fri. Requires BS degree in computer science, accounting, business, or related field; and at least 5 yrs experience as an IBM applications programmer. Exp with Cobol, CS, Natural, Adabase, or MVS a plus. EOE

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PA II: \$2724-3311 (starting \$2724)  
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Plus college-paid health & welfare package, worth over \$4,000 annually, covers employee & eligible dependents. Must be qualified in Hewlett Packard environment using MPE, COBOL, IMAGE, VPLUS, & RAPID products. Min 4 yrs exp in software development/data processing & a Bachelor's degree or equiv in computer science or related field is req for PA II. Initial placement of II or I is dependent on education & exp. Closing date: 9/23/88.

**Pasadena City College**  
1570 East Colorado Blvd, Room C215  
Pasadena, CA 91106 - 2003  
(818) 578-7388

Last issue, we examined seven ways to position yourself for maximum success in your partnership with your boss. Here are seven more strategies for cultivating a productive working relationship.

## **8 Take strategic responsibility for the appraisal process.**

Managers in every Fortune 500 company are trained to give performance appraisals. But how many employees are trained to receive performance appraisals from their bosses?

'Prepare throughout the year for your appraisal by clarifying your boss's expectations early in the appraisal period, asking regularly for feedback from both your boss and others who observe your performance, and by learning the skill of receiving feedback.

View feedback as an opportunity to obtain useful information with potential to help improve your performance on the job. Assume the best intentions, despite the actual level of skill your boss demonstrates in giving you an appraisal.

Limit your objectives for any single performance appraisal discussion. Don't try to cover too much ground. It is unrealistic to try to cover too much ground. It is unrealistic to try to discuss current performance, a development plan for the current job and long-term career goals.

# **Working Together With Your Boss**

By Bob Mezoff

Review your strengths and weaknesses by yourself first. Obtain a blank performance appraisal form early in the review cycle. Rate yourself on all items. Try to predict your boss's ratings. Rehearse your responses to anticipated feedback. In the actual appraisal session, don't take criticism too personally.

boss! Could you imagine saying (after you've shared information about yourself in the job interview process), "What's it really like to work for you, Mr. Smith?" or "Can you tell me things about yourself that will help me learn how to work with you as effectively as I can?"

## **10 Become a cultural anthropologist.**

Your boss grew up in a culture quite different from your own (unless you are working for a sibling who's less than six years older or younger than you). To understand your boss, you should try to understand his or her background and life experience. You see the world from the perspective of your own life experiences, which your boss doesn't necessarily share.

If you study how people with your boss's experiences see the world, you will find opportunities for building a better working relationship. You'll be able to get on your boss's mental wavelength more easily and understand some of his or her deeper motives.

of what you like about the relationship rather than trying to avoid what you don't like. A focus on the positive will allow for enhanced mutual respect between you and your boss. This often leads to a better working relationship.

## **12 Use psychological judo.**

If you're in conflict with your boss, or if your boss seems to resist your ideas, be accepting of the objections your boss expresses.

Most of us shift into "persuade" mode if we find our boss doesn't agree with us. While this may be human nature, it is an inefficient strategy to get our way (or offer our best efforts to the organization). Behavioral science research has demonstrated that arguing in favor of our own positions is often the least effective way to get your boss to change his or her mind. The most effective strategy is to find out the real reasons your boss has taken the opposing position.

Don't resist objections. Accept them. Probe and determine the full emotional and factual background. Only by understanding the situation in this way can you defuse resistance. Listening actively to your boss's point of view is a first key step in moving to a position of agreement - regardless of whose point of view is finally accepted.



MANAGING UP

Make an effort to grasp the big picture before you take issue with specific points.

## **9 Become a scientific investigator.**

The more you deliberately study your boss, the more you'll be aware of your boss's style, personality and preferences. This information is crucial to managing him or her effectively. In observing how your boss reacts, you will begin to notice likes or dislikes. You'll pick up on the best time of day to present your ideas. You'll be able to tell if your boss prefers information orally or in written form.

Ask your colleagues for their experiences in dealing with your boss. There is a lot of collective wisdom to be had for the asking. If you're not sure about a strategy for approaching your boss, ask someone in your department who seems to be getting ahead.

If you're applying for a new job, interview the previous incumbent and ask about the best ways for communicating with and handling your new boss. Better yet, ask your prospective

**If you're not sure about a strategy for approaching your boss, ask someone in your department who seems to be getting ahead.**

## **11 Build on your boss's strengths.**

Focus on strengths rather than on trying to compensate for (or overcome) weaknesses. If you focus on weaknesses, you'll only fuel the negative aspects of your relationship.

Most people are aggravated by their boss's shortcomings. Employees allow themselves to become upset by what they aren't getting from their boss (appreciation, courtesy, feeling in on things, etc). If you dwell on these negative aspects of the relationship, it is likely to worsen. Shift your attention to the aspects that you value, even if these are rare. Look for opportunities to build on the positive. Try to get more

## **13 Don't shut down your creativity in the face of stress.**

The fact is that we need to be even more creative if we're in stressful situations. One of the most stressful things for an employee is having the boss ask you to do something you don't want to do. That's exactly the type of situation that tends to paralyze inner creativity. Employees tend to react to stress by seeing the world as consisting of merely two choices: "Either I do it or I don't do it." This is exactly the time when employees need to be most creative to generate a wide variety of alternatives for responding. Techniques such as brainstorming are valuable for

Continued on page 19

### **SOFTWARE ENGINEER**

Acurex Corporation  
Human Resources  
555 Clyde Avenue  
Mountain View, CA 94042  
C: Employment Administrator  
Salary negotiable DOE, plus bfts. Send resume; RTJJ. Work as part of a team. Design & implement software in the areas of graphics editors, translators, database utilities, and control system algorithms. Req BSCS, EE, math or equiv, with 4-6yrs exp in design, implementation and documentation of real-time user interface code in C language under MDOS. Req extensive C language for user displays & dbase, and knowledge of REGULUS & 8086 assembly program languages. Exp with process system software is desired. Company enrgs & manufactures high-tech products. AA/EOE M/F/H/V (#AD-644)

"The question, 'Who ought to be boss?' is like asking 'Who ought to be the tenor in the quartet?' Obviously, the man who can sing tenor."

- Henry Ford

### **SYSTEM SOFTWARE SUPPORT MANAGER**

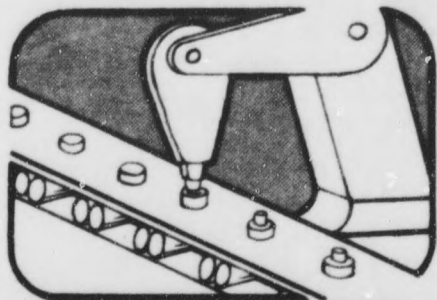
Los Rios Community College District  
District Office  
1919 Spanos Court  
Sacramento, CA 95825  
916/920-7912  
C: Classified Personnel  
\$45,228-48,908/yr DOE/DOQ, + xint bfts. Call (7:30-2) for more info & district app, or come in for app; file by 10/26. Direct activities of computer specialists providing system software support on mini, micro, mainframe, and special function computers such as PBX. 40 hrs/wk, M-F. Req BS in computer science, info systems, math, acctg, business admin, or related field (addl qualifying exp may sub for education reqs); 2yrs system software exp emphasizing operating systems, database/network mgmt and transaction process systems; tech staff supervision; and familiarity with Control Data systems/software.



**SYSTEMS ANALYST IV**

Orange County  
Hall of Administration  
10 Civic Center Plaza  
Santa Ana, CA 92701  
714/834-2844  
C. Personne!

\$2605-3510/mo DOE/DOQ. Continuous filing. RTJJ. Consult with dept staff to assess user needs, conduct feasibility studies and develop general & detailed design requirements for major systems; coordinate or direct the development & implementation of major systems and provide or arrange for the necessary level of operational support once systems are in place; provide training and other technical support to dept users, including both microcomputer & mainframe applications; act as a systems project leader and coach to lower-level systems analysts. FT. AA/EEO M/F/H

**Industrial****OptoElectronics**

Subsidiary of **TEXTRON** Defense Systems

**ASSEMBLERS**

OptoElectronics  
P.O. Box 750039  
Petaluma, CA 94975-0039  
C. Human Resources

\$5.35-6.67/hr DOE, plus excellent benefits including medical ins (avail immediately). Send resume; RTJJ. Perform routine electro-mechanical assembly operations on infrared detectors. Hrs 7:30-4 Mon-Fri. Growing manufacturer & tester of infrared detectors, located 500 miles north of SF, is a government contractor that offers small-company atmosphere and has 180 employees. Requires HS diploma or vocational training, xint hand/eye coordination, and mechanical ability. Must be detail-oriented. 3 mos assembly training and exp working with a microscope a plus. AA/EEO M/F/H/V

"There is nothing permanent except change."  
—Henry David Thoreau

**HONE OPERATOR**

Bell Industries  
12605 South Van Ness  
Hawthorne, CA 90250  
213/757-8381

C. Gary Linden / General Manager  
\$8.50-15/hr DOE/DOQ, plus bonus incentive program, vacation, holidays, sick leave, medical/dental & life insurance, and profit sharing. Call for appointment or more info; RTJJ. Responsible for own set-ups, lab-fittings, and hone operations. Hrs 6:30-5 Mon-Fri plus overtime. Division of a Fortune 500 company, manufacturer of precision hydraulic components has been in business 32 yrs. Prefer 3-5 yrs hone operation experience. Must be US citizen. AA/EEO

**PRE-PRESS PERSON**

Ajalon Printing and Design  
2100 Llando Road  
Santa Rosa, CA 95407  
707/579-9322

C. Dave Wairath / Owner  
\$9-11/hr plus vacation, holidays & sick leave, medical insurance, and profit sharing. Call for more information; RTJJ. Perform all duties needed prior to printing press operation including paste-up, camera work, stripping and platemaking. Hrs 8-5 Mon-Fri. Small printing company has been in business 30 yrs. Requires minimum of 3 yrs experience in pre-press operation. AA/EEO Employer M/F/H/V

**Supervisor**

Simmons Company, International, manufacturer of quality bedding and upholstery products, is seeking a third-shift supervisor in our shipping and receiving area. One year shipping supervising experience in a union shop is required. Send resume with salary history to:

Personnel Department  
**SIMMONS COMPANY**  
1700 Fairway Drive  
San Leandro, CA 94577

EEO

**COMPUTER MEMORY DISK****MANUFACTURING MANAGER**

Computer Memory Disk  
2360 Zanker Road  
San Jose, CA 95131  
408/435-8780

C. Anne Salmon / Personnel Admin  
Salary negotiable, plus vacation, holidays, sick leave, medical/dental & life insurance upon hire, and profit sharing. Call for appt or send resume. Leading manufacturer of diamond turned/polished rigid disk substrates seeks a manager for all production operations. Includes approximately 200 people on three shifts. Hrs 8-5 Mon-Fri. Must be an innovative, hands-on leader, familiar with high-volume manufacturing methods. BS degree desirable. EOE M/F

**PRESS PERSON**

Ajalon Printing and Design  
2100 Llando Road  
Santa Rosa, CA 95407  
707/579-9322

C. Dave Wairath / Owner  
\$12/hr to start DOE, plus vacation, holidays & sick leave, medical insurance, and profit sharing. Call for more information; RTJJ. Small printing company, in business 30 yrs, seeks person to operate a Hamada 660 or Solna 125 printing press. Hrs 8-5 Mon-Fri. Must have at least 3 yrs printing press experience. AA/EEO Employer M/F/H/V

**PRESSER**

Carmel Cleaners  
3rd & Junipero Avenues  
Carmel, CA 93921  
408/624-3616

C. Cheong / Owner  
\$6-7/hr DOE, plus 1 wk vacation after 1 yr and paid holidays. Call for appointment; RTJJ. Press all types of dry cleaned garments. Full-time; 8-4 Mon-Fri. 3-press dry cleaner has 5 employees. Requires 1-2 yrs pressing experience. AA/EEO

Learn from the mistakes of others; you may not live long enough to make them all yourself.

**PRINTING PRESS OPERATOR**

Casey Printing  
116 Broadway  
King City, CA 93930  
408/385-3221

C. Bill Casey / Owner  
\$12-15/hr DOE, plus vacation, holidays, sick leave, and medical & dental insurance after 90 days. Call for appointment or more information; RTJJ. Operate Heidelberg SORM and SORDZ presses. 40 hrs/wk with some weekend hrs & some overtime. Established printing company has been in business since 1901 and has 75 employees. Must be outgoing, hardworking individual with a positive attitude. 5 yrs experience a plus. Must have right to work. AA/EEO

**PRODUCTION PRINTER**

Silicon Valley Screen Printing  
1725 Rogers Avenue, Suite E  
San Jose, CA 95112  
408/436-0225

C. Karen Conrad  
\$4-7/hr. Apply in person; RTJJ. Operate an automatic silk screening machine, pull a squeegee, and occasionally box & sort products. 11-person shop (which hasn't laid off a single employee since its inception 3 yrs ago) prints textiles, with existing/custom designs, for wholesale. Full-time, day hrs Mon-Fri (plus occasional overtime). Must be able to read, write & speak English. Training provided.

**QUALITY CONTROL INSPECTORS (3)**

Southwestern Industries, Inc.  
5880 Centinela Avenue  
Los Angeles, CA 90045  
213/776-1125

C. Paula Cisneros / Office Manager  
\$6-11/hr DOE, plus xint benefits. Apply in person or send resume, references, and salary history/requirements; RTJJ. NO PHONE CALLS. Perform solder, harness & electronic stuffing inspections; test various manufactured units such as CNC machines; and perform touch up, wiring & assembly of units. Hrs 7-3:30 Mon-Fri. Precision instrument tools manufacturer has representatives nationwide. Requires 2-3 yrs exp in electronic assembly. Must have good communication skills and knowledge in soldering & reading blueprints. Prefer resident within 10 mile radius of plant. EOE M/F/H/V

**COMPUTER MEMORY DISK****QUALITY ENGINEER**

Computer Memory Disk  
2360 Zanker Road  
San Jose, CA 95131  
408/435-8780

C. Anne Salmon / Personnel Admin  
Negotiable salary plus vacation, holidays, sick leave, profit sharing, and medical/dental & life insurance. Call for appt or send resume. Leading manufacturer of diamond-turned/polished rigid disk substrates seeks individual to instruct employees in quality control methods including AQL (acceptable quality limits) procedures and SPC (statistical process control) methods. Hrs 8-5 Mon-Fri. Must be self-motivated and have knowledge of quality circles and SPC methods. BS degree desired. Experience in rigid disk manufacturing a plus. EOE M/F

**SENIOR REPROGRAPHICS TECHNICIAN**

University of California  
Employment Office, TB 122  
Davis, CA 95616  
916/752-0531

C. Personnel (#1318)  
\$1501-1762/mo DOE/DOQ, + vacation, sick leave, holidays, UCRS, and medical/dental & vision ins. File by 9/28. Call or visit district office for correct forms (10-2 Mon-Fri). Operate 9700-9790 electronic printing system, Miniatoccom III, Data Graphix recorder/duplicator, and Microfiche in a production environment; select equipment operation, command language, initiate work order for incoming jobs, package tapes, and complete output for delivery. FT Mon-Fri. Req essential skills including ability to program Data Graphix & Miniatoccom using Xerox, FDL, PDL, CMD, and Microform languages. AA/EEO

When applying to a company, indicate an interest in a specific job or type of work. It's best to avoid saying, "I'll take anything."

**SMALL PRESS PERSON**

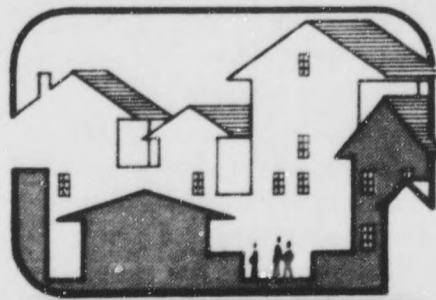
Idlewild Printing  
P.O. Box 17529  
South Lake Tahoe, CA 95706  
916/544-5720

C. Don Riley / Owner  
\$10-12/hr DOE, plus vacation, holidays, sick leave, and medical insurance after 90 days. Call for more information; RTJJ. Operate a Hamada 660 offset press. Hrs 8-5 Mon-Fri. Small commercial print shop has been serving the South Lake Tahoe area for 35 yrs. Must be production-oriented and have a strong work ethic. Hamada 660 experience a plus. EOE

**WELDERS**

Tink, Inc.  
2361 Durham-Dayton Highway  
Durham, CA 95938  
916/895-0897

C. Dan DuBose / Shop Foreman  
\$6.50+/hr DOE, + medical insurance after 90 days and 1 wk vacation after 1 yr. Apply in person; RTJJ. Fabricate structural steel, occasionally working 30-40 miles from office. Full-time; 6-3:30 Mon-Fri plus some weekends. Small, 10-yr-old manufacturing company requires 3 yrs welding experience. Must be a very hard worker with own tools and insured transportation. EOE M/F/V

**Insurance/Real Estate****ACCOUNT EXECUTIVE**

Garlington Insurance Services, Inc.  
744 San Antonio Road  
Palo Alto, CA 94306  
415/424-0443

C. Meredith Daniel / Vice President  
Base salary plus commission & benefits. Call for information; RTJJ. Provide customer service to establish new commercial accounts for pre-advised business insurance programs. Generate & service unique programs to cover business assets, liabilities & employees. FT opportunity with advancement potential at this national commercial insurance agency in its new Bay Area location. Challenging schedule; 8-5 Mon-Fri. Requires minimum 3 yrs commercial line insurance experience. Property & casualty license preferred. Should be aggressive, personable & self-motivated.

**AGENCY OWNER - MANAGER**

Farmers Insurance Group  
8035 Madison Avenue, Building B  
Citrus Heights, CA 95610  
916/866-9088

C. Paul Hook or Doug Dillard  
Six-figure income attainable within 2nd year. Call today! Seeking successful people to help become more successful. If you're approaching \$25K/yr or above, you're the one we're looking for. Leading US ins company seeks ambitious, independent, self-starter to operate own agency, serving as owner/manager. We'll assist you in establishing a client base and provide training to help you develop a successful business. Unique opportunity to be in charge of all phases of agency ops/development. FT; hrs & days depend on desire to succeed. College degree preferred, but not mandatory. This could be the one!

**Insurance Assistant**

Marsh & McLennan offers an excellent opportunity to train with an account executive on a major property account.

Responsibilities include:

- ♦ Processing renewals, billings and claims.
- ♦ Monitoring and updating database.
- ♦ Preparing certificates of insurance and other clerical functions.

Needs hands-on exp with IBM PCs. Must have 1 plus years of insurance background. Requires excellent organizational & communication skills.

To be considered, send your resume and salary history to:

Personnel Manager  
Marsh & McLennan, Inc.  
P.O. Box 3880  
San Francisco, CA 94119

**Marsh & McLennan**

**DEVELOPMENT SERVICES DIRECTOR**

City of Fountain Valley  
10200 Slater Avenue  
Fountain Valley, CA 92708  
714/965-4430

C. Personnel Division  
\$53,650/yr DOE, + xint bfts and city-paid PERS. File city app; RTJJ. Organize, plan, coordinate, and direct current & advanced planning, zoning, development, code enforcement, environmental review, and building safety activities. Act as technical advisor to the Redevelopment Agency on all policies & activities concerning the planning, development, operations & promotion of economic development/redevelopment projects. Req BA or graduate degree in urban planning, public admin, or related field, and 5-8 yrs responsible & comprehensive exp developing/implementing a community development program. EOE

**FINANCIAL / PROFESSIONAL SALES**

Paul Revere Insurance Group  
1735 North First Street, Suite 310  
San Jose, CA 95112  
408/280-1400

C. Lance Lastinger / Manager  
\$50,000 potential 1st-yr income plus superb benefits. Call for confidential interview; RTJJ. Assist clients with financial planning matters, including life, health & disability insurance claims; securities; and investments. Successful candidate will be thoroughly trained on a professional basis to represent this respected financial planning organization. Hrs 8-5 Mon-Fri. Should be goal-oriented, with outstanding communication & sales skills, and have a successful track record.

At interviews, always try to speak positively about previous job experiences. Instead of complaining (even if it is justified) about a previous employer, show that you know how to turn lemons into lemonade!

**INVESTIGATOR (WORKERS' COMP)**

Craig S. Rogers Investigating  
P.O. Box 1029-281  
Van Nuys, CA 91408  
818/785-3925

C. Craig Rogers / Owner  
\$12-15/hr plus contribution toward medical ins for FT employees. Send resume; RTJJ. Investigate validity of workers' compensation claims (research doctors' reports, claimants' personal background, and other pertinent facts). Full-time; set your own schedule, depending on case load. Well-respected private investigating firm is a member of the CA Fraud Investigating Association and the Workers' Comp Claim Investigation Assoc. Those without workers' comp experience need not apply. Bilingual skills a plus. EEO Employer

**LOAN AGENT**

Northwest Mortgage  
2444 Moorpark Avenue  
San Jose, CA 95128  
408/293-3085

C. Bruce or Laurie  
50% commission on all sales. Call for appt or send resume; RTJJ. Independent contractor will work in the field with realtors, clients and the public. Duties include taking loan applications, new account development, and follow-up for this growing mortgage lending firm. Full-time, 8-5 Mon-Fri or set own hours. Some leads provided. Requires current (or in the process of obtaining) real estate license and a HS diploma. Must have own transportation.

**LOOKING FOR A LIABILITY CLAIMS PROFESSIONAL**

We are intently looking for a professional claims adjuster with good experience in premises, products, general auto claims, etc. Our position would require the right person desiring a long-term opportunity in our liability operations. We are a national claims administrator soon to be expanding our operations in Northern California.

Salary is negotiable for those who enjoy challenge and the rewards of accomplishment and growth as well as working with a computerized claims administration system.

Call John Wittmer or Carla York at:

**SCOTT WEITZEL**  
**SERVICES, INC.**

(415) 676-0388

or send resume to:

P.O. Box 4043

Concord, CA 94524

**EMPLOYMENT OPPORTUNITIES**

Mare Island Naval Shipyard currently has immediate openings in the following positions:

**WELDERS SHIPFITTERS**

(Steel worker experience will be considered for shipfitters position)

Applications are available at Mare Island Naval shipyard employment office located on the corner of Tennessee Street and Wilson Avenue in Vallejo, CA between the hours of 7:30 A.M. and 3:30 P.M. Monday through Friday, or by calling (800) 621-3368.

**MARE ISLAND NAVAL SHIPYARD**

Industrial Relations Office  
Recruitment Branch, Code 170.2  
Vallejo, CA 94592

U.S. Citizenship Required - An Equal Opportunity/Affirmative Action Employer



# CITY

## LOAN OFFICER

City Fed Mortgage  
1300 Ethan Way, #150  
Sacramento, CA 95825  
916/927-7770  
C. Mike Lightfoot

Salaried for first 2 mos. then up to 60% commission; plus \$250/mo call allowance and full benefit pkg. Call for more info. Seeking individual to offer FHA, VA, conventional, fixed, and ARM loans, and handle computerized processing. Full-time, flexible hrs & days. 7th largest mortgage banker in the nation is \$18.5 million strong; specializing in servicing portfolios, in-house funding and documentation drawing. Firm also has lowest government & conventional fixed-rate pricing in town. Req real estate license and track record of \$5 million/mo or more.

"In order that people may be happy in their work, these three things are needed: They must be fit for it. They must not do too much of it. And they must have a sense of success in it." — John Ruskin

## REAL ESTATE AGENT

Help-U-Sell  
13475 Bowman Road  
Auburn, CA 95603  
916/888-0363

C. Earl McPherson / Broker  
Commission potential of \$18,000+/yr DOE/DOQ. Phone for interview. RTJJ. Leads provided to market residential homes, commercial buildings, and undeveloped acreage. Prequalify incomes, draft apps/contracts, and track loan application processing & closing procedures. Company brokers for all of Placer County. FT with varied hrs & days. Req California RE license. Must be an independent contractor with personable manners. Exp preferred, but not necessary.

## REAL ESTATE AGENT

Nelson-Rathwick Real Estate Brokerage  
40 East Shaw Avenue  
Fresno, CA 93710  
209/225-0685

C. Dirk Rathwick / Broker  
Commission only. Call for appt or send resume. RTJJ. Use provided and self-generated leads for subdivision sales and residential resales. Establish accounts for investment brokerage & business acquisitions to generate income. Great opportunity with this expanding real estate office offering new marketing concepts. Work a flexible & challenging schedule to reap your rewards. Requires CA real estate license. Experience preferred.

## REAL ESTATE AGENTS (2)

Sierra Land and Homes  
4131 South Shingle Road  
Shingle Springs, CA 95682  
916/677-9444

C. Tony Escobar  
\$30,000+/yr commission potential DOE/DOQ, plus benefit package. Call collect for interview. RTJJ. Immediate requirement for qualified real estate agents to establish contacts and market property in Amador & El Dorado Counties with an emphasis on raw land & subdivision sales. Sierra Land and Homes handles all types of RE with specific contact with ranches & land developments in the Placerville & Shingle Springs regions. FT, hrs & days vary based on individual schedule. Must possess CA real estate license and have extensive background in undeveloped & subdivision land sales. EOE

## REAL ESTATE AGENTS

Help-U-Sell  
2101 Geer Road, #110  
Turlock, CA 95380  
209/667-5400

C. Joe  
\$24,000+ potential commission first year. Call for appt. RTJJ. Agents needed for our new office in a very active area to help handle an over-abundance of leads. Full-time positions available in a relaxed and cooperative working environment. California real estate license required. Further training provided in our new and unique concepts. Newly licensed agents encouraged to apply.

## REAL ESTATE AGENTS (3)

ERA - Sierra Properties  
1400 Broadway  
Placerville, CA 95667  
916/622-0131

C. Bud Zeller / Broker  
Excellent commission only. Send resume or call for interview. RTJJ. Immediate openings for 3 dependable individuals to train as real estate agents majoring in both land & residential sales. Market all types of real estate for this leading realty agency in El Dorado & Amador Co. FT, hrs & days vary based on schedule. Must possess CA real estate license. We provide comprehensive training. No exp req.

Don't be concerned with what you haven't accomplished in the past — concentrate on making the rest of your life the best of your life.

## REAL ESTATE AGENT

Bantom Associates Inc.  
1145 East Green Street  
Pasadena, CA 91106  
818/405-8030

C. George Harper  
50-60% commission on sales DOE (may earn up to \$100,000/yr). Call for appointment or send resume. RTJJ. Seeking independent contractor to list & sell real estate. Full-time: 8-5 Mon-Fri, plus 1 day/wk overtime. Investment brokerage & property management firm requires real estate license.

# Employment L · I · N · E · S

TIMELY EMPLOYMENT TOPICS AND TRENDS

## Have Skill Will Travel

Almost 40 percent of discharged managers are changing states to find new employment.

In 1981, the rate of relocation for discharged managers was only 27.5. It began rising immediately following the last recession, however, reaching a high of 50 percent in the third quarter of 1983. "Managers began to believe that they had to expand the geographic scope of their job search in order to find equal or better paying employment," says James E. Challenger, president of a Chicago-based outplacement firm.

"Few people have the luxury of two or more offers at the same time," says Challenger. "The recession, coupled with the spate of downsizing, increased the anxiety of enough individuals so that they now accept that first offer . . . even if it means a move" to a new city and a job search for the displaced spouse. Nearly half of the managers' spouses seek re-employment after a move.

## Meet Your Mentor

To encourage the growth of mentoring relationships among women, Clairol Inc. is sponsoring a nationwide search for aspiring professionals from 11 different career fields. In January 1989, those selected to participate in the Clairol Mentor Program will receive a \$1,000 cash award, and an expense-paid trip to New York City to meet their mentors. There, they will participate in a one-on-one planning session designed to lead to ongoing communications throughout the year. Those who have volunteered to serve as mentors are leaders in their individual fields, recognized for their outstanding contributions.

Applicants for the program must be involved in one of the following professions: advertising, culinary arts, education, banking, finance, fashion, journalism, law, publishing, real estate, and retailing or small business.

To apply for the award, send a short typed statement (100 words or less) describing your view on the value of a mentor relationship and how it could play a role in your career success. Include your name, profession, address and phone numbers (both home and business), and age.

Applications must be postmarked no later than October 31, 1988. Mail to The Clairol Mentor Program, c/o The National Women's Economic Alliance Foundation, 1440 New York Avenue NW, Washington, DC 20005. Winners will be announced in December 1988.

## It Doesn't Hurt to Ask

Despite growing employer concern over the legal risks of conducting reference checks on prospective employees, companies are rarely challenged over the practice. Careful fielding of reference inquiries may be a major reason why litigation is rare, says Elizabeth Dickey, vice president of the Employment Management Association (EMA).

An EMA survey of 229 members found that most reference inquiries verify only the prospective employee's work history (82.1%) and education (77.7%), while criminal records were checked by 32.7%. Checks were usually conducted by telephone (93%), mail (40%) and/or investigation (28.8%). Most companies withhold from employees specific information disclosed during a reference check, as well as the names of those who responded to the inquiry.

## One More Cause of Post-Partum Depression

The average working woman who takes time off to have a baby will experience an income drop of roughly \$3,000 the year her child is born and about \$5,000 to \$6,000 annually for each of the next two years.

According to a study by the American Association of University Women, most of the income drop is simply loss of earnings for time taken off to deliver and care for the child. Some mothers, however, experience an involuntary drop in earnings when they return to the labor market after childbirth without guaranteed re-employment at their old jobs. These workers are sometimes unemployed for long periods or must take lower-paying jobs (typically \$1.40 per hour lower than before they had the baby).

# CUSTOMER SERVICE POSITIONS

As we grow and expand, USAA continues to seek candidates for Policy Service Representatives.

## QUALIFICATIONS:

- Minimum 2 yrs college.
- 2 yrs customer service experience.
- Excellent telephone communication skills.
- Typing requirement 25 wpm (heavy usage of computer keyboard).

USAA offers a stable state-of-the-art environment, competitive benefits & salaries, and individual growth opportunities. If you would like to join a team of professionals, consider USAA and apply in person. 2241 Harvard Street (near Arden/Business 80), Sacramento, CA, 8 am to 4 pm, Monday, Wednesday, Friday (Tuesday and Thursday, 8 am to 6:30 pm).

USAA is an Equal Opportunity / Affirmative Action Employer



## We are in need of capable people.

Do you fall into 3 of the following 5 criteria?

Someone who has lived in the area for 5 yrs. Someone who owns their own home. Someone who is in a leadership position. Someone who has limited growth in their present occupation / not living up to their potential. Someone from one of the following occupations: sales, banking, teaching or coaching, working 2 jobs, financing or mortgage banking.

The people we are looking for have a success pattern that is recognizable and are probably employed right now.

If you are interested in an exciting career in financial services with a major financial institution call or send resume: Ray Ashton

2525 Natomas Park Dr., Suite 376  
Sacramento, CA 95833  
(916) 646-6200



MILITARY  
BENEFIT  
ASSOCIATION

Local Office of the M.B.A. is looking for membership counselors to enroll active duty military and federal employees in the Sacramento, Yuba City, and Marysville areas in our high-interest financial benefits programs.

Our counselors enjoy a very high level of income as well as the satisfaction of providing needed services to other military personnel.

If you are a retired military serviceperson or someone just leaving military service, WE WANT TO TALK TO YOU!

We provide a full training & licensing program.

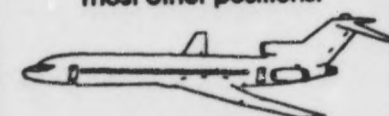
Call Steve Reed at:  
(707) 427-0157

between 9-12 Mon-Fri or leave message

## AIRLINE JOBS

\$12,000 - \$100,000/yr

Flight Attendants;  
most other positions.



Job info/listings

(1) 515-683-3171  
Ext. BY-2626

Looking for work  
is a full-time job.



## R. MILLER & ASSOCIATES

**REAL ESTATE AGENTS (8)**  
R. Miller & Associates  
2110 K Street  
Sacramento, CA 95816  
916/441-2461  
C. Ron

100% commission only. \$500/mo executive office space rental. Call for more information. Work as an independent contractor, selling commercial & non-commercial real estate and providing property management & investment services. Real estate office provides multi-listing & answering services and copy machine. Set your own hrs. Use of owner's broker's license available. Training provided if needed.

**REAL ESTATE SALES**  
ERA - A&C Properties & Investments  
4996 Cherry Avenue  
San Jose, CA 95118  
408/723-0102  
C. Al Ching / Owner

50% commissioned salary DOE, plus medical & dental insurance, no monthly fee or desk rental. Call for appointment; RTJJ. One of the nation's largest real estate franchises seeks outside sales representatives to work as independent contractors. Make sales presentations to potential clients in designated areas. Full & part-time positions; hrs to be determined at interview. Must have real estate license, good communication skills, and own transportation. Excellent training program available. New agents welcome.

### REALTOR ASSOCIATES (2)

Weeks Real Estate  
1700 McHenry, Suite E  
Modesto, CA 95350  
209/524-7901  
C. Dorothy Withrow / President  
Commissioned sales with excellent split. Call for appt. RTJJ. Associate will function as independent contractor, having use of fully-staffed office. Duties include marketing, listing & selling residential & commercial properties. This full-line residential, commercial & industrial office has been in business since 1952. It is well-respected in the community and very busy. Area is rapidly growing. Hrs vary. Applicant should be established agent for at least 2 yrs. Please, no new licensees!

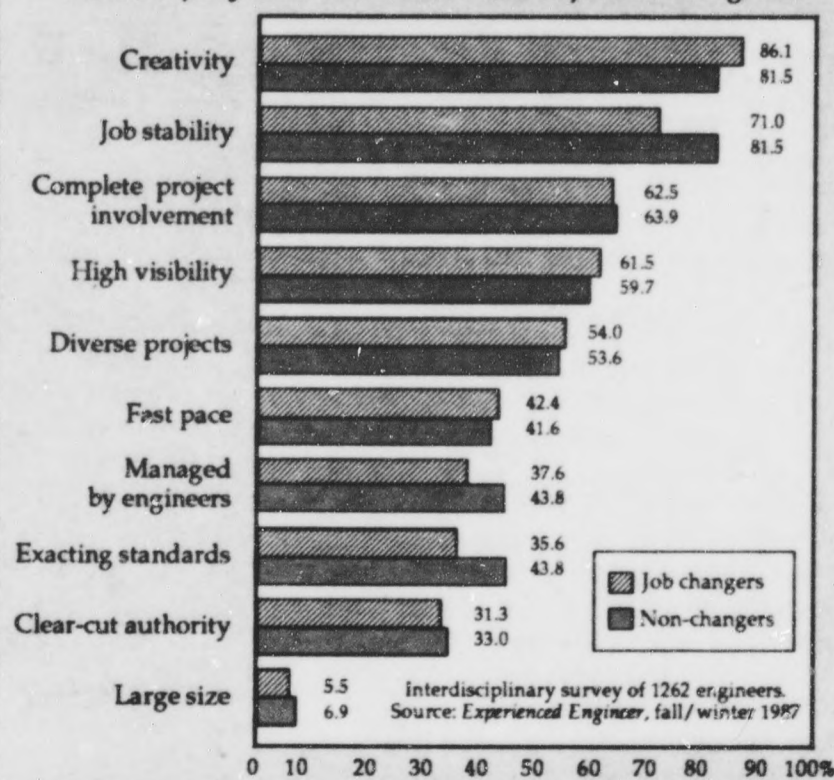
### REAL ESTATE BROKER

Help-U-Sell  
2101 Geer Road, Suite 110  
Turlock, CA 95380  
209/667-5400  
C. Joe

\$40,000-100,000/yr commission potential in first yr. Call for appt. RTJJ. Motivated, energetic broker needed for new office. Use your knowledge & expertise to reap rewards with an overabundance of leads. Full-time position available in a professional, lucrative environment with flexible hrs. This real estate office offers new & unique concepts. Requires CA real estate license. Good business & professional attitude desirable.

## Engineers Design The Ideal Employer

What company characteristics are most important to engineers



### REAL ESTATE ASSOCIATES (10)

Gillman Griffin & Company  
10880 Wilshire Boulevard, Suite 200  
Los Angeles, CA 90024  
213/470-1781  
C. Steve Nardi / Sales Manager  
\$75,000+/yr potential based on a progressive commission split. Call for appt or info; RTJJ. As an independent contractor, responsible for home & condominium sales, resales & leasing. Flexible hours & days. Successful mid-size Westwood firm has been in business for 20 yrs. Daily travel in LA area is required. Must have CA Real Estate license, transportation with insurance, and valid CDL. Candidate should be aggressive, dedicated & hard-working. Exp preferred; training provided. Great opportunity for new licensees. Must show proof of right to work. AA/EOE M/F/H/V (#10)

Don't cover old ground on a second job interview. Instead, offer new information about your ideas, experiences, and accomplishments.

An affiliate of the **CM Alliance**

### SALES REPRESENTATIVE

William Hawkins Agency  
CM Alliance  
2025 Hurley Way, Suite 150  
Sacramento, CA 95825  
916/929-5001

C. Leon Rothstein / Training Supervisor  
Commission plus salary subsidy and production bonuses for eligible candidates. We offer a continuous training program, advancement opportunities, and an excellent fringe benefits program. Send resume; all inquiries are kept strictly confidential. CM Alliance, a leader in the insurance & financial services field, has an opening for someone (with or without prior sales experience) to sell insurance & financial services to businesses & residents. Days & hrs to be discussed at interview. AA/EOE M/F

### SALES REPRESENTATIVES (2)

Sentry Insurance  
518 Valley Way  
Milpitas, CA 95035  
408/942-1900  
C. David Potts / Sales Manager  
Salary negotiable DOE/DOQ, plus commission, medical & dental insurance upon hire and pension plan. Call for appt and send resume; RTJJ. Sentry is seeking highly motivated individuals to write policies for commercial & personal line accounts. Immediate FT positions available in Santa Clara, San Mateo, and Alameda Counties. Sales program with complete training provided. Work a challenging schedule to achieve your goal for this multi-line insurance company specializing in life, property & casualty ins. Req property, casualty, life & disability licenses.

## CIVIL ENGINEER

For Solid Waste Program  
\$36,940 - \$44,901

(plus 7% PERS & xnt benefits)

The City of Sunnyvale (40 miles south of San Francisco) is seeking an experienced engineer to join its innovative professional staff. Duties will include engineering solid waste projects, overseeing operations of city's landfill, and performing various other engineering duties.

**Requirements are:**  
Any combination of education & experience equivalent to graduation from a recognized engineering school with major work in civil engineering; registration as a professional engineer; and 3 yrs experience as a professional engineer. Closing date: Oct. 31, 1988.

Apply at: **City of Sunnyvale**  
Dept. of Human Resources  
456 West Olive  
Sunnyvale, CA 94087  
(408) 730-7490

## LIBERTY MUTUAL

### SALES POSITION

Liberty Mutual Insurance Company  
2233 Watt Avenue  
Sacramento, CA 95865  
916/481-3400  
C. Albert P. Gambetti, Jr. / Sales Mgr

Salaried position with additional incentive plan making substantial earnings possible. Includes broad company benefits, paid car expenses, and complete training in all lines of insurance. Call for appt or send confidential resume. Enjoy advantages of living in Sacramento and growth opportunities of working with a fast-growing national concern which traditionally promotes from within. Sell & service personal lines of casualty, fire & life ins. FT, Mon-Fri. Seeking college grad or person with college and/or sales exp (UNLICENSED), drive, integrity, STABILITY, sales aptitude, and proven ability to work.



### WORKERS COMP CLAIM SPECIALIST

Aetna Casualty & Surety  
P.O. Box 13559  
Sacramento, CA 95853  
C. Personnel

Salary commensurate with exp. + vacation, sick leave, holidays, company-matched incentive saving plan, and medical/dental & life ins. Send resume & salary history/reqs. Investigate claims by calling or writing doctors, employers, claimants, employees, hospitals, etc; and insure proper evaluation & reserving of assigned claims. Hrs 8-4:15 Mon-Fri. Largest investor owned ins firm has been in business over 130 yrs. Req 1 yr workers compensation claims exp. Must be confident in making own decisions, able to deal with fast-paced environment, and enjoy working with people. EOE



### WORKERS COMPENSATION CLAIM REP

Aetna Casualty & Surety  
P.O. Box 13559  
Sacramento, CA 95853  
C. Personnel

Salary commensurate with exp. + vacation, sick leave, holidays, company car, company-matched incentive saving plan, and medical/dental & life ins. Send resume & salary history/req. Negotiate with insured & claimants or their legal reps; document transactions related to file handling; work with defense counsel; and control expenses (includes getting reasonable attorney fees). Travel req. Hrs 8-4:15 Mon-Fri. Largest investor owned ins firm has been in business over 130 yrs. Must have min 2 yrs exp as outside workers compensation claims rep, good negotiating skills, and be outgoing and self-directed. EOE

### Structural Engineers/Detailers

Varco-Pruden Buildings, the second largest manufacturer of metal bldgs in the US is seeking experienced engineering personnel for its West Coast facility in Turlock. If you are a Civil Engineer w/structural experience or an experienced steel detailer, we present an opportunity to join a large, growing engineering dept that is the leader in the industry. We offer excellent salaries commensurate with your experience and an outstanding benefit package which includes medical, dental, and life insurance, retirement plan, paid vacations and holidays, salary continuation, tuition reimbursement and a 401(K) plan. If you are interested please send your resume to:  
**VARCO-PRUDEN BLDGS**  
P.O. BOX 1824  
TURLOCK, CA 95381  
EOE

### ♦ ASSOCIATE ♦ CIVIL ENGINEER

\$2403-2920/mo + generous fringe benefits, to work in traffic and trans engineering. Requires an EIT certificate and 2 yrs exp as an Asst Civil Engineer in traffic and transportation engineering.

Apply: **City of Roseville**  
Personnel Dept.  
311 Vernon Street  
Roseville, CA 95678  
(916) 781-0205  
before 5 pm, Fri, 9/30/88



## Legal/ Public Safety

### AIR POLLUTION CONTROL OFFICER

Shasta County  
1500 Court Street, Room 105  
Redding, CA 96001  
916/225-5515

C. Personnel Department  
\$2673-3249/mo plus benefits and fully paid retirement. File by 9/23. Call for more info or apply in person. Manage county's air pollution problems. Shasta County (population 137,000) is located in a superb outdoor recreational area at the foot of mighty Mount Shasta. Full-time Mon-Fri. Requires appropriate Bachelor's degree and 3 yrs air pollution control experience. AA/EOE

Those who fear the future are likely to fumble the present.

### ASST DIRECTOR, WASTE MGMT PROGRAM

Orange County  
Hall of Administration  
10 Civic Center Plaza  
Santa Ana, CA 92701  
714/834-2844  
C. Personnel

\$48,110-72,529/yr + vacation, 11 paid holidays, 9 sick leave days/yr, medical insurance, and retirement plan avail. File city application by 10/17. RTJJ. Assist director & chief engineer in planning, organizing & directing the operations of the county's waste management program. Req civil engineer certificate; strong administrative skills, including budget admin and personnel mgmt; and working knowledge of waste mgmt engineering design & construction, engr geology, environmental engr, resource recovery tech & feasibility, and federal & state mandates governing solid waste systems. AA M/F/H

### Engineering Manager

SF Bay Area municipal electric utility seeks Engineering Mgr responsible for planning, design & engineering of overhead & underground 4 KV and 12 KV distribution systems & 115 KV transmission lines & substations. Also supervises electrical maintenance & electrical inspection functions. Req BSEE and 6 yrs responsible electrical utility tower engineering including 3 yrs mgmt exp & registration as professional electrical engineer. \$54,038 - \$65,686/yr plus excellent benefits. Submit City application by 10/15/88 to:

City of Alameda,  
Personnel Dept, Rm 312, City Hall,  
2263 Santa Clara Ave,  
Alameda, CA 94501.  
(415) 522-4100, ext 217.

AA/EOE F/M/H

## DRAFTERS

Impell Corporation has immediate openings for 1-2 entry-level Drafters in our Plant Engineering Department. Interested candidates must have a high school diploma or equivalent, and must be proficient with AutoCAD Version 9. Responsibilities include: producing finished drawings or sketches in accordance with project requirements, interacting with senior designers and engineers, and gathering design data from site or client's facility.

Impell Corporation is a leading international consulting services firm that offers an excellent salary and benefits package and attractive offices in Walnut Creek. Qualified applicants should apply in person or send resume with cover letter to:

Recruiter #1340

**IMPELL CORPORATION**

350 Lennon Lane  
Walnut Creek, CA 94598

An Equal Opportunity Employer  
Minority/Female/Handicapped  
NO Telephone Calls Please

## Techet '88 Career

Oakland Hyatt Regency, Calvin Simmons Ballroom  
October 21 - 22

Sponsored by National Council  
of Black Engineers and Scientists  
Oakland, CA

Adaptec, Inc.; Air Resources Board; Amdahl Corporation; Apple Computer, Inc.; AT&T; California Energy Commission; Caltrans; Chevron Corporation; City of Oakland; County of Alameda; Finnigan Corporation; Flour Daniel, Inc.; General Foods - USA; Hewlett-Packard; Hughes Aircraft Company; Kenneth P. Kelley Personnel Search Consultants; Lawrence Berkeley Laboratory; Lockheed Missiles & Space Company, Inc.; Martin Marietta Astronautics Group; McClellan Air Force Base; National Aeronautics and Space Administration; NCR Corporation; Office of Statewide Health Planning and Development; Pacific Bell; Port of Oakland; Rockwell International Corporation; Rocketdyne Division; Sanitation Districts of Los Angeles County; Silicon Graphics, Inc.; Solar Energy Research Institute; South Coast Air Quality Management District; Southern California Gas Company; State Water Resources Control Board; Sun Microsystems, Inc.; Tandem Computers; US West Advanced Technologies, Inc.; US Department of Energy; Unisys Corporation; United Airlines; Professional Staffing; University of California, Berkeley.

For more information call (415) 632-9736

Admission Free

Bring Current Resume



Ask prospective employers for the salary range for your position. This information will help you evaluate a salary offer and future pay increases.

#### COMMUNICATIONS OPERATOR

City of Ventura  
501 Poli Street, Room 200 / P.O. Box 99  
Ventura, CA 93002  
805/654-7853  
C: Personnel Office  
\$1735-2109/mo plus excellent bfts. File city application; RTJJ. Answer incoming calls on the emergency telephone system. Process calls and alarms and dispatch police, fire and medical units as required. Req ability to perform effectively while under stress and in emergency situations requiring quick and accurate decisions; knowledge of police and/or fire call receipt and dispatching procedures, terms and codes. Must have good spelling and grammar skills and able to communicate clearly and effectively; and ability to type at a minimum rate of net 30 wpm. AA/EOE

#### DEPUTY SHERIFF

Contra Costa County  
Sheriff's Department  
651 Pine Street  
Martinez, CA 94553  
415/646-2400  
C: Ron Cunningham or Chester Amin  
\$2521-3064/mo (laterals up to \$2803/mo) plus up to 5% educational incentive and 75% medical benefits, uniform allowance, and 20-yr county retirement plan. Call for more information and/or application. Growing department. Numerous promotional opportunities. Wide range of work assignments including patrol detention, investigation, civil, bailiff, marine, patrol, motorcycle, canine patrol, and various other specialty assignments. No exp necessary. Req HS diploma or GED, driver's license, and no felony convictions. Must be at least 20.5 yrs old. Full training provided. EOE

#### ENGINEER/HVAC PLUMBING DESIGNER

Minimum 3 years exp in consulting mechanical engineering desired by progressive Central Calif. engineering firm. Background in hospital design desired.

#### DRAFTSPERSON

For mechanical consulting engineering firm. Minimum 2 years experience in HVAC & plumbing drafting desired.

Excellent working environment & benefits. Salaries commensurate with experience.

Send Resume to:

#### CAPITAL ENGINEERING CONSULTANTS

7300 Folsom Blvd.  
Sacramento, CA 95826

#### JUNIOR CIVIL ENGINEER

\$2291-\$2633

Must have BS in CE or be a senior graduating in Dec 88/Jan 89. No experience required. Submit State application and resume to:

CA Dept of Water Resources  
1416 9th Street  
Sacramento, CA 95814

Must be postmarked no later than 10/6/88. Positions available in: Sacramento, Fresno, and Los Angeles Counties.



### Careers in Engineering

# Grab a Piece of the Future

Engineering is the second-largest profession in the United States, exceeded only by teaching. While professional societies recognize 25 major specialties, engineering's "Big 3," in terms of numbers, continues to be civil, electrical, and mechanical.

#### Civil Engineers

Civil engineers work in the oldest branch of engineering. They design and supervise the construction of roads, airports, tunnels, bridges, water supply and sewage systems, and buildings. Major specialties within civil engineering are structural, hydraulic, environmental (sanitary), transportation, highway, and soil mechanics.

Many supervisory or administrative positions, ranging from supervisor of a construction site to city engineer, are held by civil engineers. Others work as independent consultants.

Civil engineers held 199,000 jobs in 1986. Over one-third of the jobs were in federal, state, and local government agencies. Almost a third of the jobs were in firms that provide engineering, design, and architectural consulting services. The construction industry, public utilities, railroads, and manufacturing industries accounted for most of the rest.

Working in all parts of the country, civil engineers usually are found in or near major industrial and commercial centers, often working at construction sites, but sometimes in remote areas or in foreign countries. In some jobs, they often move from place to place to work on different projects.

According to the College Placement Council, beginning civil engineers with a bachelor's degree earned \$24,132 per year in 1986. Employment of these specialists is expected to increase faster than average for all occupations through the mid-1990s.

A growing population and expanding economy will result in a need for more civil engineers to design and construct transportation systems, manufacturing plants, office buildings, and other structures. More civil engineers also will be needed to repair or replace existing roads, bridges, and other public structures.

**Increased research & development on robots and other types of automation should create additional jobs.**

#### Electrical and Electronics Engineers

Electrical and electronics engineers held over 401,000 jobs in 1986, making it the largest branch of engineering. Most jobs were in firms that manufacture electrical and electronic equipment, business machines, professional and scientific equipment, and aircraft and parts. Engineering and business consulting firms, public utilities, and government agencies accounted for most of the remaining jobs. Some electrical and electronics engineers worked as independent consultants.

The College Placement Council reported in 1986 that entry-level electrical engineers with bachelor's degrees earned \$28,368 per year.

Employment opportunities in this specialty are expected to be excellent through the mid-1990s because employment is expected to increase much faster than the average for all occupations. In addition, shortages of electrical engineering faculty and

laboratory equipment may act to restrict enrollments in electrical engineering programs.

Although increased demand by business and government for computers, communication equipment, and military electronics is

expected to account for much of the projected employment growth, consumer demand for electrical and electronics goods and increased research and development on robots and other types of automation should create additional jobs.

Since many electrical and electronics engineering jobs are defense related, cutbacks in defense spending could result in layoffs. Furthermore, those who fail to keep up with the rapid changes in technology in some electrical engineering specialties risk technological obsolescence, which makes them more susceptible to layoffs or, at least, more likely to be passed over for advancement.

#### Mechanical Engineers

Mechanical engineers are concerned with the use, production, and transmission of mechanical power and heat. They design and develop power-producing machines such as internal combustion engines, steam and gas turbines, and jet and rocket engines. They also design and develop power-using machines such as refrigeration and air-conditioning equipment, robots, machine tools, materials handling systems, and industrial production equipment.

The work of mechanical engineers varies by industry and function. Many specialties have developed within the field. They include motor vehicles; energy conversion systems; heating, ventilating, and air-conditioning; instrumentation; and special machines for industries such as petroleum, rubber, plastics, and construction.

Many mechanical engineers do research, testing, and design work while others work in maintenance, technical sales, and production operations. Many are administrators or managers. Some work as consultants.

Mechanical engineers held almost 233,000 jobs in 1986. More than three out of five of these were in manufacturing – most in the machinery, transportation equipment, electrical equipment, and fabricated metal products industries. Business and engineering consulting services and government agencies provided most of the remaining jobs.

Entry-level mechanical engineers with bachelor's degrees earned \$27,864 annually according to the College Placement Council's 1986 survey.

Employment opportunities for this type of engineer are expected to increase much faster than the average for all occupations through the mid-1990s as the demand for machinery and machine tools grows and industrial machinery and processes become increasingly complex.

Excerpted from "Occupational Outlook Handbook," 1988-89 edition, U.S. Dept. of Labor Bureau of Labor Statistics



**FIRE PROTECTION ENGINEER**

City of Ventura  
501 Poli Street, Room 200 / P.O. Box 99  
Ventura, CA 93002  
805/654-7583

**C: Personnel Office**

\$2467-3207/mo + holidays, sick leave, vacation, medical/dental & life ins. and 7% PERS. File city app by 9/30; RTJJ. Perform technical fire protection engr duties and check building plans to determine req for fire protection devices & systems in compliance with applicable codes & standards. Req BA degree in Fire Protection Engr or related field and 2 yrs fire protection exp, including field inspection and plan checking of fire protection systems; and knowledge of technical fire inspection procedures & practices and local/state & national standards relating to fire safety & prevention. AA/EOE M/F/H

**FIRE PROTECTION PLANNER**

Orange County  
Hall of Administration  
10 Civic Center Plaza  
Santa Ana, CA 92701  
714/834-2844  
C: Personnel

\$2581-3479/mo plus bfts including vacation holidays, sick leave, and medical ins. File city application by 10/28; RTJJ. Evaluate & recommend changes to the County general plan as it relates to emergency delivery svcs; analyze & recommend fire protection legislation & code changes; represent Dir of Fire Services on committees; present testimony before Planning Commission, City Councils or Board of Supervisors; and act in Fire Marshal's absence. Requires equiv to 45 college semester credits in protection engineering or a directly related field and 2 yrs progressively responsible exp. AA M/F/H

Companies seeking management or executive employees generally look for some basic characteristics when interviewing candidates. They include: tough-mindedness, bottom-line orientation, dominant personality traits, intelligence, a drive to excel, enjoyment of competition, a sense of urgency, integrity, and the ability to communicate and listen.

**POLICE OFFICER (lateral entry)**

City of Whittier  
13230 Penn Street  
Whittier, CA 90602-1772  
213/945-8200  
C: Personnel

\$2332-3065/mo + benefits including 10 vacation & 12 sick leave days/yr, 11.5 holidays, medical ins, retirement & credit union plans, and 9% PERS. File city application; RTJJ. Under supervision, perform law enforcement & crime prevention work, control traffic flow, and enforce state & local traffic regulations. City is 13 miles east of LA (population 70,000). Must be 21 yrs old and have HS diploma or equiv. 2 yrs FT exp with a CA law enforcement agency, good eyesight, normal weight/height proportions, Basic POST certificate, valid CDL, and clean DMV. EOE H

You must find a job. It's not likely to come looking for you.

**POLICE OFFICERS**

Oakland Police Department  
455 7th Street, 7th Floor  
Oakland, CA 94607  
415/273-3338  
C: Recruiting Unit

\$2345/mo during 21-week training academy; \$2481-2991/mo after graduation + excellent bfts, 3-5 wks vacation, & \$500 uniform allowance. Call or apply in person (refer to this ad). Patrol designated areas protecting people & property, respond to emergency calls, & related duties in full-service police dept providing a variety of special svcs. FT, 5 days/wk. Req HS diploma or GED, min 21 yrs of age, weight proportionate to height, vision 20/100 correctable to 20/20 in one eye and 20/30 in the other with no color deficiencies, & valid Class 3 CDL. Must be US citizen with no felony convictions.



## Alameda County Bar Association

**REFERRAL CLERK**

Alameda County Bar Association  
405 14th Street, Suite #208  
Oakland, CA 94612  
415/893-7160

**C: Tom Surh / Personnel Manager**

\$1300+/mo DOE/DOQ, plus paid vacation, holidays, sick leave, and medical/dental & life insurance after 30 days. Send resume and cover letter. Non-profit professional legal association seeking individual to refer criminal cases to private defense attorneys and keep accurate records using computer terminal. Hrs 8:30-5 Mon-Fri. Requires 40 wpm typing/data entry, good phone manner, sharp communication skills. Must be able to learn quickly and accurately apply numerous policies. Good attendance essential. Criminal law experience a plus, but not required.



A Security and Investigation Service

**SECURITY GUARDS**

CPP/Pinkerton  
2000 Embarcadero, Suite 100  
Oakland, CA 94606  
415/532-7711  
C: Personnel Department

\$6.25/hr (specific locations) + xint bfts after 90 days incl health/dental & life ins. Apply to above or 832 Escobar, Martinez, CA 94553, 415/372-6853. Work with the nation's #1 security firm. Duties incl property/personnel protection, access control, and physical asset protection. Now hiring for positions in OAKLAND, HAYWARD, PLEASANTON, SAN RAMON, ANTIPOCH, PITTSBURG, FREMONT, and the GREATER EAST BAY. FT/PT shifts avail 24 hrs/day, 7 days/wk. Must have reliable car and residence phone. Exp preferred, but not necessary. CA exposed weapons permit highly desirable. Lic #PB002689-PA5. EOE M/F

**SECURITY OFFICER**

American Protective Services, Inc.  
2801 Pinole Valley Road  
Pinole, CA 94564  
415/758-1503  
C: Personnel

Earn up to \$6.25/hr after training depending on assignment, + bfts after 90 days (for FT). Call 9-5 Mon-Fri for info. Work for top mgmt at the finest office complexes, manufacturing plants, and refineries. Responsible for sophisticated control rooms, gate duties, and inside/outside walking patrols. No weapons. Will train for positions in CONTRA COSTA, NAPA, MARIN & SOLANO COUNTIES with Bay Area's leading & highest-paying security specialists. Req ability to work all shifts & weekends. Must be 21+, have own phone, reliable transportation, CDL, and references. Vets must have DD214. V/EOE

**SECURITY OFFICER**

JW & A Security Service, Inc.  
300 Harris Avenue, Suite H  
Sacramento, CA 95838  
916/921-2422  
C: Julie

\$4.50/hr to start plus uniforms provided, paid vacation, medical/dental ins, and credit union. Apply in person. Provide on-site security svcs to residential & industrial clients and complete daily activity & incident reports. Uniformed position reqs no weapons. FT/PT swing or grave shift; 8 hrs/day average. Large, locally owned professional security service offers advancement opportunities and preferred/permanent site assignments. Req HS diploma/GED, in-residence phone, and reliable transportation. Must be free of criminal convictions and 18+ yrs old. Stable work history/military svc a plus. Paid training.

What plans for continuing education are you building into your career? Make no mistake about it, success at today's and tomorrow's jobs requires lifetime learning.

**SECURITY OFFICERS**

Professional Industries  
Security Division  
5550 Commerce Boulevard  
Rohnert Park, CA 94928  
707/585-2127  
C: Main Office

\$4.50/hr and up DOE plus benefits depending on FT/PT status. Apply in person, 10-3 Mon-Fri. (closed 12-1); RTJJ. Drive patrol vehicles, provide standing guard services, and work special events with both armed and unarmed positions available. Professional Industries, one of the fastest growing security businesses in Northern CA is owned & operated by a former chief of police. Varied hrs & days for this 24-hr operation. Req CA guard card and a clean record with no felonies. Must pass a written test, background check, meet height & weight standards and be in good physical condition.

**SECURITY OFFICERS (10)**

Pinkerton's, Inc.  
1101 South Winchester Avenue, #E156  
San Jose, CA 95128  
C: Ed Wagner

\$5-7/hr plus benefits after 6 months. Apply in person; RTJJ. Duties include inside/outside foot patrols, recording data in daily log, performing surveillance in control rooms, and ingoing/outgoing gate control. Bay Area company specializes in contract security. Full-time position with varied hours & days. Req CDL, own transportation & phone, 6 months security exp, clean police record, and valid guard card. Knowledge of first aid and CPR a plus.

**SECURITY OFFICERS**

Russian River Property Patrol  
P.O. Box 227  
Guerneville, CA 95446  
707/887-9378  
C: Sharon / Supervisor

Minimum \$4/hr DOE/DOQ; entry-level position. Call for appt; RTJJ. Established security company serving all of Sonoma, Lake, and Mendocino Counties needs people to protect properties, detect criminal activities, report incidents, and keep written daily log reports. Hrs and days (mostly evenings & weekends) to be discussed at interview. Exp not necessary; training provided.

A diamond is just a piece of coal that stuck to the job!!

**SECURITY OFFICERS (8)**

Pedus Security Services Inc.  
3500 West First Street  
Los Angeles, CA 90004  
213/251-0235  
C: Personnel Department

\$5+/hr DOE/DOQ, plus 1 wk vacation after 1 yr, holidays, and medical ins after 90 days. Apply in person between 9-3 Mon-Fri (bring CA identification & SS card) or call for more info; RTJJ. Provide protection for people & property. Full-time, all shifts available. Security company, in operation 10 yrs, has 4 offices in CA and over 1,000 employees. Must have good hearing & eyesight. No experience necessary. State guard registration a plus. Req US citizenship or right to work. Uniforms provided. EOE

## Court Process Supervisor Sacramento Municipal Court Salary: \$22,550 - 27,436

Supervisory position in the Sacramento municipal court. Candidates must have the ability to plan, organize & supervise the work of subordinates; establish & maintain effective working relationships with others; and understand, explain and apply a wide variety of court procedures, policies and statutes.

REQUIRES: 3 yrs exp performing duties which require knowledge of legal documents and court processes. Education may be substituted for up to 2 yrs exp.

Applications are available at:  
Sacramento Municipal Court  
720 9th Street, Room 606

**Contra Costa County**

## Public Safety Dispatcher Salary: \$1874-2277/month

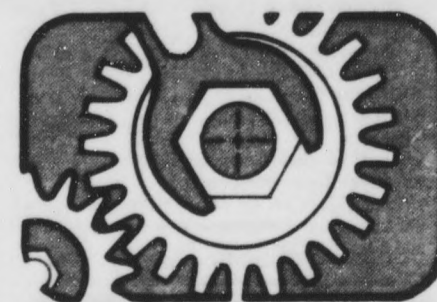
The Contra Costa County Sheriff's Dept encourages the applications of individuals interested in on-the-job training to become a fully qualified dispatcher.

Successful candidates will have the opportunity to work out of 3 communication facilities: Central Dispatch Bureau in Martinez; Delta Regional Communication Center in Antioch; or the Main Detention Facility in Martinez. Sheriff's dispatchers receive telephone & radio messages and record & relay the info to units from the Sheriff's Dept, 4 contract cities, 6 city police depts, 5 fire agencies, ambulance & The County Office of Emergency Services. All facilities operate on a 7-day, 24-hr basis & dispatchers may be assigned to any of the 3 shifts including weekends & holidays.

Applicants must have a valid CDL & possess a high school diploma, GED equivalency or HS proficiency certificate. The selection process includes a written test, performance test & oral interview. All candidates considered for final appointment must: (1), undergo psychological testing, (2), successfully complete a background investigation, (3), pass a typing test at 25 wpm, and (4), successfully complete a health exam.

Final deadline open. For application & other information contact:

The Contra Costa Co. Sheriff's -  
Communications Division  
40 Glacier Dr. Martinez CA 94553  
(415) 646-4463  
EOE



## Mechanical/ Service & Repair

**APPLIANCE TECHNICIAN**

ADJ Appliance  
1622 East Mission Road  
Fallbrook, CA 92028  
619/723-9090  
C: Patty / Owner

\$7-10/hr plus benefits after 90 days; vacation, sick pay, life ins, and retirement after 1 yr. Call for appointment. Perform in-home repairs on washers, dryers, stoves & refrigerators. Hrs 8-5 Mon-Fri. Household & commercial appliance service is located in North San Diego County. Requires min 3 yrs appliance repair experience, DMV printout, and own basic tools. Only experienced technicians need apply.

**AUTO BODY & PAINT JOURNEY-PERSON**

City Towing & Body Shop  
1105 East Williams Street  
San Jose, CA 95116  
408/297-2212  
C: J.R. / Owner

Base rate of \$10/hr DOE/DOQ. Call for appt; RTJJ. This established independent towing & body shop seeks an experienced body and paint person who can prepare paint, repair and restore damaged cars & trucks. Hrs 8-5 Mon-Fri. Requires 4 years auto body & paint experience. Must have own tools.

Utilize the power and contacts of your friends.

**AUTO GLASS INSTALLER**

Classic Glass Company  
917 Water Street  
Santa Cruz, CA 95062  
408/426-3675  
C: David Rasmussen / Owner

\$7-10/hr DOE. Call for more information or apply in person; RTJJ. Install windshields and other glass products in automobiles & trucks. May lead to management position. Hrs 8-5 Mon-Fri. Well-established, growing company in operation since the 1930's, has 8 employees. Requires minimum 1 yr experience as auto glass installer. Must have good communication skills. EOE

## Diesel Mechanic UNIVERSAL ENGINEERING INC.

A hazardous waste management company. Now has an immediate opening for a diesel mechanic. Salary DOE, full benefit package.

Apply to:

610 Industrial Way  
Benicia, CA 94510

## Service Manager

**Oakland Area**

New truck dealership is looking for a person with 4 yrs experience, knowledgeable in class 8 truckline. Must be self-motivated, able to handle customers and employees. Requires outside service selling job. Pay per qualifications.

Send confidential work & salary history to:

20438 Redwood Rd, Ste 116  
Castro Valley, CA 94546

## Research Attorney Criminal Central Staff

\$2564-2814 per month

The Supreme Court of California, located in San Francisco, is accepting resumes for one-year Research Attorney positions. Appointment to the positions will begin on or about September 1, 1989. The Research Attorney will be a member of the Central Staff which is composed of senior attorneys, research attorneys and student externs who work exclusively in the criminal law field. Under direction, the Research Attorney will assist in reviewing, in memorandum format, petitions for hearing and habeas corpus matters; evaluating the merits of the issues presented; analyzing the law and offering recommendations to the court for the proper disposition of cases; and reviewing work prepared by student assistants.

**Minimum Qualifications**

Experience: Applicants should offer evidence of interest and abilities in criminal law and procedure, in the form of coursework, grades received and experience outside of law school. Qualified applicants should also be able to demonstrate their ability to write clearly and concisely.

Education: Research Attorney eligibility requires California bar admission; however, applicants who have taken the bar examination and are awaiting the results at the time work begins will be appointed to the level of Graduate Legal Assistant at a salary of \$2,335 per month, pending confirmation of California bar admission.

Applications should be requested from and returned with a resume and cover letter, to the Administrative Office of the Courts - CR, 350 McAllister Street, Room 3210, San Francisco, CA 94102. Telephone: (415) 557-9251.

Filing deadline: October 1, 1988

Equal Opportunity Employer

## Senior and Research Attorneys Civil Central Staff

\$2564-5432 per month

The Supreme Court of California, in San Francisco, is accepting applications for several research and senior attorney positions. Appointments will begin on or about October 1, 1988. The attorneys will be members of the Civil Central Staff.

Under direction of the court and the Supervising Attorney, the Civil Central Staff will assist in reviewing petitions for review; evaluating the merits of issues; and analyzing the law and offering written recommendations to the court. Senior attorneys will also be responsible for reviewing and editing the work of others on the staff.

**Minimum Qualifications**

Experience: Applicants for Senior Attorney positions must have one year of exp as a Research Attorney B in a California appellate court or two yrs of post-bar exp in a private law practice or governmental agency. All applicants should offer evidence of interest and abilities in civil law and procedure, in the form of coursework, grades received, and exp outside of law school.

Education: Bar admission. Attorneys awaiting results of the July 1988 bar examination will be appointed to the level of Graduate Legal Assistant at a salary of \$2,335 per month pending confirmation of California bar admission.

Applications should be requested from and returned, with a resume and cover letter, to the Administrative Office of the Courts - CV, 350 McAllister Street, Room 3210, San Francisco, CA 94102. Telephone: (415) 557-9251.

Filing deadline: September 23, 1988

Equal Opportunity Employer

## Supervising Attorney Civil Central Staff

\$5096-6170 per month

The Supreme Court of California, located in San Francisco, is accepting applications for the position of Supervising Attorney, Civil Central Staff. Appointment to the position will occur on or about October 1, 1988. Under the direction of the court, the Supervising Attorney will supervise a staff of senior and research attorneys and support personnel. The Supervising Attorney will be responsible for hiring attorneys for the Civil Central Staff, allocating, editing, and supervising their work, monitoring petitions filed with the court, handling personnel matters including vacation scheduling and disciplinary actions, and such other matters as the Court may request.

**Minimum Qualifications**

Experience: Applicants should offer evidence of abilities and background in a broad range of civil law and procedure, in the form of coursework, grades received and experience after law school.

Education: California bar admission is required as well as six years of post-bar experience or two years as an Attorney III in a California appellate court, preferably including work for a court or similar extensive writing and analytical experience.

Applications should be requested from and returned, with a resume and cover letter, to the Administrative Office of the Courts - SACV, 350 McAllister Street, Room 3210, San Francisco, CA 94102. Telephone: (415) 557-9251.

Filing deadline: September 23, 1988

Equal Opportunity Employer



# AUTO GLASS MECHANIC

Western Mobile Glass  
840 Barstow  
Clovis, CA 93612  
209/299-0771  
C: Tony Flores

\$7-10/hr DOE plus full medical, dental & life insurance. Call for appointment. RTJJ. Install windows in cars & trucks. 40 hrs/wk (between 4-6 days). Glass company has been in business since 1975. Must be dependable and have 3-5 yrs auto glass installation exp. own tools, CDL, and DMV printout.

**To Advertise Call  
(916) 925-0800**

# AUTO MECHANIC

Mountain View Goodyear Service Center  
1098 East Huntington Drive  
Duarte, CA 91010  
818/358-2591  
C: Nick / Owner

\$25,000-32,000/yr DOE/DOQ, plus 20% commission. 1 wk vacation after 1 yr. holidays, and medical/dental & life insurance after 90 days. Call for appt or apply in person; RTJJ. Perform tune-ups, front-end alignments, and brake jobs. 40 hrs/wk (5 days) flexible. Req minimum 3 yrs exp in front-end alignments, brake jobs & tune-ups. Must be a neat individual with good communication skills, good work habits, CDL, and own tools. ASE cert preferred. Smog certificate a plus. Will train (advanced schooling offered). Must have right to work. EOE

# AUTO TECHNICIAN

Bob Hall Goodyear  
1224 Forest Avenue  
Pacific Grove, CA 93950  
408/646-9444  
C: Steve or Dean

Up to \$6/hr plus medical & dental insurance after 90 days. Apply in person; RTJJ. Repair brakes & suspensions and tune up foreign & domestic cars. Hrs 8:30-5:30 Mon-Fri. plus overtime. Most reputable auto service center in the area has been in business 3 yrs. Requires over 2 yrs practical on-the-job experience, CDL, and own tools. Must be responsible, organized, and dependable. ASE (auto service excellence) certification preferred. US citizenship req. EOE

# AUTO TECHNICIAN

Sanders Automotive Service  
111 East Street  
Woodland, CA 95695  
916/666-5411  
C: Rich/Owner or Mike/Manager

\$9-14/hr plus medical insurance, paid vacations & holidays, and company-provided uniforms. Call for interview appt; RTJJ. Perform tune-ups, carburetor overhauls, and gas & diesel fuel system repairs including electronic fuel injection. Other duties include accessory replacement, heating & air conditioning repair, light electrical work, and diagnostic procedures. We service domestic & Japanese import vehicles, and light & medium-duty trucks. Hrs 8-5 Mon-Fri. Only journey-level technicians with own tools need apply. Lamp and/or brake license helpful.



# AUTO TECHNICIAN

Claremont Continental, LTD  
2935 Claremont Avenue  
Berkeley, CA 94705  
415/540-5170  
C: Jon or Tom

Journey-level wages plus vacation, holidays, and medical/dental insurance. Call for more info. Perform repairs & service (including engine rebuilding) on German automobiles. Clean mechanical & body/paint shop stresses quality. Located close to UC Berkeley. Hrs 8-5 Mon-Fri. Must be a journey-level mechanic with engine rebuilding skills & own tools. Prefer 5 yrs experience including work with German cars. ASE certification and smog license a plus.

# District Mechanic

At: Rescue Union Elementary School District  
Attn: Carole Hopkins, Transportation Supv  
2390 Bass Lake Road  
Rescue, CA 95672

Perform a variety of skilled work in repair, overhaul and maintenance of school buses and other gasoline & diesel-powered equipment, and related work as req. Operate & repair, use and maintain power equipment. Make routine cost estimates of repairs and order materials needed. Requires a knowledge of methods, materials and equipment used in the repair & maintenance of heavy duty automotive equipment and ability to maintain required records.

Must supply own hand tools.  
Hours: 8 hr day, 12 months.  
Salary: \$9.34 - \$11.34 per hr  
Benefits: Medical & Dental

# AUTO TECHNICIANS (2)

Greenwood Pontiac / GMC  
7255 East Firestone Boulevard  
Downey, CA 90241  
213/928-3333  
C: Larry Vaughn / Service Manager

\$11-18/hr DOE/DOQ, plus 1 wk vacation after 1 yr (2 wks after 2 yrs), holidays, medical, dental & life ins. and profit sharing after 90 days. Send references or apply in person; RTJJ. Perform light repairs of vehicles including engines, electrical, and some used car reconditioning. Hrs 8-5 Mon-Fri. Large dealership has been in business 10 yrs. Requires auto repair experience, CDL, and own tools. Must be loyal & hardworking. ASE & GM training certificates preferred. Smog certificate a plus. Must have right to work. EOE M/F/V

# AUTOMOTIVE MACHINIST

Superior Motor Parts  
5171 Auburn Boulevard  
Sacramento, CA 95841  
916/332-6851  
C: Frieda

\$8.25/hr and up DOE/DOQ; benefits determined later. Apply in person or call for appt. Perform all phases of engine rebuilding including tear-down, part machining, bearing pressing, rod reconditioning, and reassembly. Responsible for entire job, start to finish. Flexible hrs 8-5 Mon-Fri. Well-established shop rebuilds engines, does valve jobs, and has a clean, modern, complete machine shop. Requires professional experience in all phases of engine work.

Unless you're self-employed, dues for trade associations and professional societies are no longer tax deductible. But don't let that stop you - active participation in these networks is still a wise investment of your time.

# AUTOMOTIVE MECHANIC (2)

Suntrek Tours  
P.O. Box 756  
Cotati, CA 94928  
707/584-5621

C: James Cawie / Operations Manager  
\$1200-1500/mo. Send resume; RTJJ. Service, maintain, and repair a fleet of camping tour buses; perform overall maintenance of Ford and Dodge maxivans. Hrs 9-6 Tue-Sat plus overtime. Company specializing in camping tours has been in operation for 15 years and employs 120. Requires 1 yr experience in maintenance of Ford and Dodge maxivans. Must be authorized to work in US. AA/EEO Employer

**AUTO CARE  
BY KENELY**  
A MASTER'S GARAGE

# AUTOMOTIVE TECHNICIANS (2)

Auto Care By Kenely  
8820 Greenback Lane  
Orangevale, CA 95662  
916/889-4841  
C: Randy

Commission on all work (\$16/hr flat rate) plus vacation & holidays. Call for appt or apply in person. Ultra-modern, high-tech, air conditioned repair facility seeks 2 individuals to perform all aspects of auto repair and service, with special emphasis on electrical, computer & fuel injection systems, using latest equipment. Hrs 7-4 Mon-Fri. Must have minimum 5 yrs experience working with electrical, computer & injection systems. ASE certification preferred. EOE

# CAR AUDIO TECHNICIANS (2)

Al & Ed's Auto Sound  
1171 North Tustin Avenue  
Orange, CA 92667  
714/771-1188  
C: Phillip Goldstein / Custodian

\$275/wk draw DOE/DOQ, plus 33% commission on labor; 1 wk vacation after 1 yr; holidays and sick leave after 90 days. Call for appointment or send resume; RTJJ. Install security, audio, stereo, cellular phone & amplifier systems, and perform electronic troubleshooting (req some lifting up to 30lbs). Hrs 9-6 Mon-Fri & 9-2 Sat. Established in 1954, company now has 23 shops. Requires HS diploma, background in car audio systems installation & troubleshooting, and CDL. Must be motivated, hardworking, and enthusiastic. EOE M/F/V

# COLLISION REPAIR TECHNICIAN

Pacific Auto Body  
746 North Main Street  
Fort Bragg, CA 95437  
707/964-5983  
C: Pete

\$10-14/hr plus vacation & holidays. Call for appt. Perform all aspects of body work (including medium & heavy duty unibody & frame work) using a conventional rack and a Dataliner bench system. Hrs 8-5 Mon-Fri. Auto body shop, specializing in high-quality insurance work, is considered the best facility on the beautiful North Coast. Must be neat, clean, meticulous and have own tools. Prefer at least 2 yrs journey-level body experience.

# GENERAL AUTO MECHANIC / SMOG PERSON

Beverly Hills Motor Works  
8800 Burton Way  
Beverly Hills, CA 90211  
213/271-0791

C: Bob Zamani / Manager  
\$10/hr DOE/DOQ, plus 1 wk vacation after 1 yr, holidays, and sick leave. Call for appt; RTJJ. Perform brake maintenance, tune-ups, engine overhauls, electrical jobs, smog maintenance, operate diagnostic scope, and act as a trouble-shooter for other repair jobs. 2 positions. Hrs 8-5 Mon-Fri & 9-1 Sat (5 hrs/wk overtime). Auto repair shop has served Beverly Hills for 4 yrs. Requires at least 5 yrs experience, smog certificate, CDL, DMV printout, insurance, and own tools. Must be hardworking individual with right to work. EOE

# HVAC/REFRIGERATION SVC TECHNICIANS (2)

Abbott Thermodyne  
500 9th Street / P.O. Box 6724  
Modesto, CA 95355  
209/577-2533  
C: Art or Doug

\$10-16/hr DOE, plus benefits. Call for appt or send resume; RTJJ. Provide customer service to repair & maintain commercial air conditioning, refrigeration and energy management systems. FT, stable opportunity with this progressive, diversified & expanding air conditioning & refrigeration company. Hrs 8-5 Mon-Fri with on-call requirements. Requires min 4yrs exp with own tools & transportation. Must be dependable & reliable. Trade school graduate preferred.

# INSTRUMENT TECHNICIAN (3)

Environmental Geotechnical Services  
6707 Cherry Avenue  
Long Beach, CA 90805  
213/428-0288

C: Harold Durbin / VP of Engineering  
\$32,000-66,000/yr salary & commission DOE, plus excellent benefits. Call for appt or send resume; RTJJ. Install & service instrument systems and process control instrumentation; sell svc contracts. Hrs 8:45-5 Mon-Fri. Company has state contractor's HAZ license for remediation/removal of hazardous waste, and liability/errors & omission insurance (features hazardous waste clean-up coverage for all employees). Req min 3 yrs exp with a major instrument manufacturing firm; CDL, DMV printout, and car. If you're a stickler for details and documentation, we want you!

# MAINTENANCE MECHANICS (4)

Guardian Industries Corporation  
11535 East Mountain View Avenue  
Kingsburg, CA 93631  
209/896-6400  
C: Personnel or Employee Relations

\$11.78/hr plus medical, prescription, dental, life & disability insurance, retirement and savings plan. Bonuses for safety, attendance & plant performance given. Apply in person or by mail; RTJJ. Applications reviewed before appt. Troubleshoot & repair industrial & electrical machines; and perform welding & fabrication in a modern float glass manufacturing plant. FT, rotating shifts. Req 5+ yrs experience in industrial maintenance and other related fields. HS diploma or equivalent a must.



# MAZDA MECHANICS (2)

Campus Volkswagen Mazda  
5100 Chiles Road  
Davis, CA 95616  
916/965-5220

C: Al Munoz / Service Manager  
Competitive salary plus vacation, holidays, and medical & dental insurance. Call for more info or apply in person. Perform all mechanical service & repairs on Mazda automobiles. Hrs 8-5 Mon-Fri. Full service dealership, located in a college town, is under new ownership. Clean service department has 18 service bays. Requires ASE & Mazda factory certification and own tools. EEO Employer

# MECHANIC

Swanson Fahrney Ford  
P.O. Box 160  
Selma, CA 93682  
209/896-4121

C: Dennis Frazier / Service Manager  
Salary commensurate with experience. Benefits available after 90-day probation period along with profit sharing. Call for appt; RTJJ. Repair engine disorders for this new & used car dealership. FT position, Mon-Fri. Requires at least 3 mos exp with GM or Ford automobiles.

Industry today wants  
innovative, articulate,  
motivated employees.

# RV TECHNICIANS (2)

Almaden RV  
1569 Almaden Expressway  
San Jose, CA 95125  
408/289-9442

C: Kathy or Don  
\$9-12/hr DOE. Apply in person or call for appt; RTJJ. Duties include all phases of service & repair for all types of recreational vehicles, motor homes, campers, and trailers. Almaden RV is solely an RV service & repair shop. FT, 8-4:30 Mon-Fri. Req at least 2 yrs exp servicing RVs.

# STEREO/VCR TECHNICIAN (part-time)

Paradise Sound  
860 South Winchester Boulevard  
San Jose, CA 95128  
408/246-2446

C: Warren or Andrea / Owners  
\$8/hr and up DOE/DOQ. Call for appt or apply in person and furnish resume; RTJJ. Repair home & car stereo equipment, VCRs and camcorders. PT position with potential to become FT. This is an electronics service center now expanding into sales of home & car stereos, electronics, and accessories. Office hours 10-6 Mon-Fri, 20-30 hr workweek. Req a HS diploma and own car. Prefer 3 yrs exp in factory-trained electronics.



**Medicine/  
Health Care**



# ACTIVITIES DIRECTOR (part-time)

Clinton Village Convalescent Hospital  
1833 10th Avenue  
Oakland, CA 94606  
415/536-6512

C: Activities Director  
Salary negotiable; excellent benefits available. Send resume or apply in person. Seeking an enthusiastic & creative individual to act as assistant to the activities director and coordinate various recreational activities for patients. A fun position for someone who enjoys flexibility & creativity. PT: Fri, Sun & Mon. A part of Protean Health Services Inc. (an independent health care corporation). Clinton Village Convalescent Hospital is a 99-bed SNF offering a pleasant environment and wonderful advancement opportunities. Experience preferred, but not mandatory.

# ANIMAL HEALTH TECHNICIAN

Grantline Veterinary Hospital, Inc.  
9037 Grantline Road  
Elk Grove, CA 95624  
916/686-6414

C: Jane Leonard  
Salary DOE, plus excellent benefits including health insurance, pension plan, vacation, holidays, and sick leave. Call for appt. Perform general AHT duties (take X-rays, give injections, etc.), order veterinary drugs for hospital, and occasionally serve as receptionist. Full-time, 10-7 Tue-Sat; flexible scheduling provided. 3-doctor, mixed animal practice (60 percent equine, 40 percent small animal) is located in a small, growing community. Certification not required. Must have veterinary hospital exp and ability to work well with horses. EOE

No one can make you  
feel inadequate without  
your permission.

# CNA / NA

Heritage Convalescent Hospital  
5255 Hemlock Street  
Sacramento, CA 95841  
916/331-4590

C: D.O.N.  
Salary negotiable DOE, plus good benefits package. Call for appt or apply in person. Provide general patient care and ensure that quality service is given to all patients. Full & part-time and on-call shifts available. 99-bed skilled nursing facility, part of Sierra Medical Enterprises, is located by American River College. Great potential for advancement in our large corporation. No experience necessary. Certification provided in-house. Will train!

# CONGRATULATIONS

You've just made the first step toward improving you and your family's future.

The second step is to read this Ad and call me.

# GOODYEAR CERTIFIED AUTO SERVICE CENTERS

Currently have the following positions available:

**RETAIL SALES MANAGER** **AUTO TECHNICIANS**  
**SERVICE MANAGER** **ALIGNMENT SPECIALIST**  
(All positions have tremendous growth potential)

We have nearby locations in:

# SACRAMENTO AREA

Don (916) 331-8886

# RENO AREA

Gene (702) 826-8894

# STOCKTON AREA

James (209) 464-9184

# FRESNO AREA

Doug (209) 224-8897

**Benefits:**  
• Paid Training (with commissions) • Paid Vacation • Promotional Opportunities • Special Employee Discounts • 401K Savings Plan • Paid Holidays • Major Medical • Excellent Update Training

**GOODYEAR** EOE M/F/V

The Pillsbury/Green Giant Company has immediate openings for the following positions. Applicants must be willing to work all shifts and a minimum of a high school diploma or equivalent is required.

# PLANT ELECTRICIAN

Requirements for this position are at least 3 years experience working with both high and low voltage control systems commonly found in food processing operations, the ability to repair, maintain and troubleshoot complex electrical circuitry, knowledge of OSHA and NEC requirements pertaining to plant electrical equipment, the ability to use all basic electrical measurement devices, and experience working with 3 phase 480 volt electrical system. Starting pay \$12.30/hr.

# FORKLIFT MECHANIC

Requirements for this position are at least 2 years exp working with both LPG and electric forklifts. Must be able to overhaul LPC engine, DC motors, driving and steering axles, hydraulic systems, automatic transmission and hydraulic cylinders without supervision, and troubleshoot electronic system on electric units without assistance. Starting pay \$12.30/hr.

# MAINTENANCE MECHANIC

Applicants must possess a well rounded background in metal fabrication, welding, hydraulic drive systems, electric motors, pumps, conveyors, packaging machines, casers and various other types of equipment commonly found in food processing operations.

Send letter or resume to:

# THE PILLSBURY COMPANY

Human Resources Manager / P.O. Box 190 / Watsonville, CA 95077

EOE M/F/V

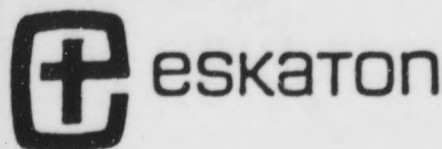


**ASSISTANT D.O.N.**

Fremont Nursing Center  
2171 Mowry Avenue  
Fremont, CA 94538  
415/793-8383

C: Cindy K. Hile / Administrator

Salary DOE plus excellent benefits including medical, dental & life insurance, credit union, profit sharing, vacation, holidays, and sick leave. Call for appointment or send resume. Seeking an Asst DON to work with elderly patients in a new, special rehabilitation program; and fill in for DON during leave. Full-time including every other weekend; days & hours to be arranged. Our 88-bed SNF has a friendly staff and provides quality patient care. Requires Calif RN license. Prefer exp working with psychogeriatric patients. Extensive training program provided. EOE

**CNAs**

Homestead of Fair Oaks  
11300 Fair Oaks Boulevard  
Fair Oaks, CA 95628  
916/965-4663

C: D.O.N. / Linda St. Clair

\$5.02/hr plus benefits package. \$5.91/hr per diem. Excellent benefits available. Call for appt or apply in person. Administer general patient care. We're seeking special nurses who have a love for the elderly and can share in the satisfaction from their accomplishments. FT, PT & on-call; 10-2 & 4-8 shifts available. Work in any of several units including our Alzheimer's Unit (new program) or our distinctive rehab program. Req nursing nursing certification. New grads: come visit our facility and see what we can offer you! Great work for a '2nd job' or for students.

**CONCURRENT REVIEWER**

Sonora Community Hospital  
One South Forest Road  
Sonoma, CA 95370  
209/532-3161 x246

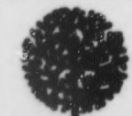
C: Mary Lou

Salary DOE, + xint benefits including vacation, holidays, sick leave, and health, dental & life ins. Call for appt. Join our 156-bed acute care & convalescent hospital in the Sierra foothills near many recreational areas. Duties include reviewing medical records within 24 hrs of admission; chart analysis; concurrent review for completion of medical records, etc.; and coding. 40 hrs/wk Mon-Fri. Req concurrent review & ICD-9 coding hospital exp and ability to exchange info with other depts. Must be an accredited records technician and/or have medical records exp including analysis and inpatient coding.

**RN Supervisor**

Beverly Manor, the largest long-term care chain in America, is currently seeking a nursing professional to be our RN Supervisor for the day shift in the Stockton area.

We offer excellent salaries & great benefits. Advancement potential is offered to individuals who can show quality care and efficiency.



Come Visit Us Now!

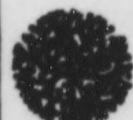
**Beverly Manor**  
2740 N. California St.  
Stockton, CA 95204  
(209) 466-3522

**D.O.N. / Administrator**

Beverly Manor, the largest long-term care chain in America is currently seeking out professionals to uphold our reputation for administering quality care and service. Current openings in Stockton and San Andreas.

We offer a great salary range and comprehensive benefits package.

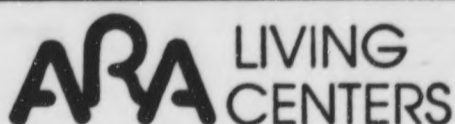
If you'd like to be part of the largest & fastest-growing health care team, send salary requirements & history to:



Frank Garrison

**BEVERLY ENTERPRISES**

1815 Mangrove  
Chico, CA 95926  
(916) 893-0575

**CNAs / NAs / UNIT AIDES**

Driftwood Convalescent Hospital  
1850 East 8th Street  
Davis, CA 95618  
916/756-1800

C: Pat Foster or Dora Gibbons

Competitive salary (new wage scales!) plus excellent benefits including vacation, holidays, sick leave, medical/dental insurance, and bonus pay. Call for appt. Seeking caring individuals to join our friendly nursing team and provide direct patient care. Full & part-time and on-call positions available; day & PM shifts in a pleasant environment. 124-bed SNF is part of a large long-term care chain. Certification not necessary; will train! EOE

Real difficulties can be overcome; it's the imaginary ones that are usually insurmountable!

**DENTAL ASSOCIATE**

Terry Tanner, DDS  
265 16th Street  
Richmond, CA 94801  
415/233-6515

C: Virginia Hanford / Office Manager

Negotiable salary based on daily rate or a percentage of production. Call for appointment. High volume, general dentistry office seeking individual to do follow-up work on previously prescribed treatment plan. Hrs 8:30-6 Mon-Fri. Requires CA dentist's license. 1 yr dentistry experience, and proof of malpractice coverage.



**ST. HELENA HOSPITAL & HEALTH CENTER**

**DIETITIAN**

St. Helena Hospital & Health Center  
St. Helena, CA 94576  
707/963-6359

C: Vicki Saunders

Salary DOE, plus excellent benefits including vacation, holidays, sick leave, and medical/dental insurance. Call for appt. Join our acute care hospital and health center, located in a lovely, country-like setting in the beautiful upper Napa Valley. Looking for a registered dietitian to work with patients who have eating disorders. Full or part-time Mon-Fri. Must be a registered dietitian; able to counsel individuals & give lectures; and have knowledge of eating disorders, chemical dependency, clinical dietetics, and vegetarian cooking. EOE

**DIRECTOR OF NURSING**

MacArthur Convalescent Hospital  
309 MacArthur Boulevard  
Oakland, CA 94610  
415/836-3777

C: Administrator

Salary DOE, plus full benefits package. Call or apply in person. Join our supportive nursing team and provide quality care for patients at our 53-bed, rehab-oriented SNF. 40 hrs/wk. This Guardian-Eskaton facility has a friendly staff. Requires Calif RN license and working knowledge of Title 22 & Medicare. Must have good interpersonal skills and a love of geriatrics. EOE

**MEDICREST OF CALIFORNIA, INC.****DIRECTOR OF NURSING**

Medicrest of California, Inc.  
12183 Locksley Lane  
Auburn, CA 95603  
C: Barbara Goldtrap

Salary negotiable, plus benefits including vacation, holidays, sick leave, and medical insurance. Send resume in confidence. Seeking a nurse manager experienced in long-term care for our SNF in Yolo County. You'll have the opportunity to expand & refine your supervisory skills, develop innovative techniques in nursing care, and broaden your educational horizons. Full-time days & hrs to be arranged. A large corporation, Medicrest has SNFs throughout CA. Requires Calif RN license. DON experience preferred. EOE

**EMTs / PARAMEDICS**

Yolo Ambulance  
P.O. Box 1776  
Woodland, CA 95695  
916/662-1774

C: Personnel Manager

Competitive salary plus xint benefits including vacation, holidays, sick leave, and medical, dental & vision ins. Call for appt or send resume. Respond to medical emergencies (911 and private transports). Urban & rural response is 10 calls per day. Great opportunity for experienced professionals to advance into management positions. Full-time, 10 shifts per month. Come join a growing emergency medical service with 2 locations in Woodland and Davis. Must be CA certified and have a clean DMV record. Will provide assistance for cross certification. EOE

Immediate openings  
in a new existing  
psychiatric program for:

- ◆ Staff Psychiatrists (M.D.)
- ◆ Psychiatric Social Workers
- ◆ Rehabilitation Therapist
- ◆ Registered Nurses

Competitive Pay and  
Excellent Benefits

Interview & Relocation expenses available

Contact:

Dept of Mental Health  
Vacaville Psychiatric Program  
Attn: Anthony Streveler  
P.O. Box 2000  
Vacaville, CA 95696-2000  
(707) 449-6597

**DIRECTOR OF NURSING**

Bassard Convalescent Hospital  
3269 D Street  
Hayward, CA 94541  
415/537-6700

C: Front Desk

Competitive salary plus excellent benefits. Call for appt. Seeking a DON to join our friendly, supportive nursing team and provide quality care for our patients. 40 hrs/wk. 71-bed SNF has a panoramic view of the San Francisco Bay Area. Requires Calif RN license; long-term care experience; and knowledge of Medi-Cal, Medicare, and Title 22. EOE

If you're overweight by 50 lbs or more, you must take extra care to present a neat, professional image at job interviews. Experts have found that being overweight is more of a barrier to getting hired than to getting a promotion.

**LVN**

Pittsburg Care Center  
535 School Street  
Pittsburg, CA 94565  
415/432-3831

C: D.O.N. or Administrator

Competitive salaries commensurate with experience. + great benefits! Call for appt or apply in person. If you're an LVN, come visit us today! Seeking motivated & career-minded individuals who will be both an asset and delight to our patients & staff. Duties include administering medication and providing patient treatments. FT & PT positions, AM & PM shifts with flexible scheduling to suit your needs. Privately owned 49-bed SNF, located east of Concord, has great advancement opportunities for professionals who give quality care and have team spirit. Requires Calif LVN license.

**RNs, LVNs - Homestead of Fair Oaks**

- We offer:**
- ◆ Great Salaries
  - ◆ Excellent Benefits
  - ◆ Friendly Atmosphere
- We need:**
- ◆ Experienced RNs-LVNs
  - ◆ Those who have a love for the elderly
  - ◆ Special People

Come visit us & see what we have to offer!  
Contact Linda St. Clair  
with your shift preference.



**eskaton**  
11300 Fair Oaks Blvd  
Sacramento CA 95628  
(916) 965-4663



**AUBURN FAITH COMMUNITY HOSPITAL**

This 102-bed acute care hospital is located in the beautiful Sierra foothills.

Currently seeking caring professionals to join our health care team:

**Registered Nurses**

Positions available in all departments.

**Material Processor**

P/T & Per-Diem

**Social Worker**

Full-time

**Food Service Worker**

Per diem

Qualified candidates  
please contact Personnel:

**Auburn Faith Community Hospital**  
11815 Education Street  
Auburn, CA 95604  
(916) 885-7201 ext 721

**LVN**

Bassard Convalescent Hospital  
3269 D Street  
Hayward, CA 94541  
415/537-6700

C: Front Desk

\$10.75/hr plus vacation & holidays. Call for appt. Charge nurse positions available. Full-time day or part-time night shift (every other weekend). This 71-bed skilled nursing facility is located high on a hill with a panoramic view of 3 beautiful San Francisco bridges. Bassard Convalescent Hospital is in an ideal location: a country setting with the city close by. Requires current Calif LVN license. Skilled nursing facility experience helpful. EOE

**LVN**

Casa Coloma Health Care Center  
10410 Coloma Road  
Rancho Cordova, CA 95670  
916/363-4843

C: Director of Nursing

Competitive salary plus excellent benefits including vacation, holidays, sick leave, and medical/dental insurance. Call for appt or apply in person. Responsible for a variety of duties ranging from supervision to treatment depending on the day of the week. Great advancement opportunities for those with the initiative and motivation to ensure quality care. Full-time, day shift 8:45-3:15. 138-bed SNF has friendly staff and home-like environment. Requires Calif LVN license. New grads welcome!

**◆ RN/LVN ◆**

Staff Developer, Full-time.

**◆ RN ◆**

Night shifts, Full-time.

**◆ CNAs ◆**

All shifts available. Full-time.

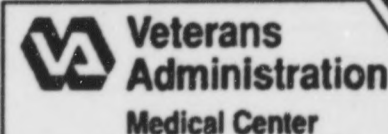
Come in and check out  
our new wage/benefits package!

Contact: D.O.N. at:

**Greenbrae Convalescent Hospital**  
1220 South Eliseo Drive  
Greenbrae, CA 94904  
(415) 461-9700

Eskaton-Guardian Division  
A non-profit corporation

EOE

**Physical & Occupational Therapists**

The VA Medical Center in Martinez has positions available for Physical Therapists and Occupational Therapists in a university-affiliated 402-bed acute care facility. Benefits include:

- ◆ Liberal vacation and sick leave
- ◆ Health & life insurance
- ◆ Tax-deferred retirement benefits
- ◆ 10 paid holidays
- ◆ Opportunities for continuing education

Competitive salaries commensurate with experience and education. US citizenship required. Interested individuals contact:

Personnel Department  
(415) 228-6800, ext 219 or 221

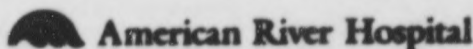
**VA Medical Center**  
Martinez, CA 94553

Equal Opportunity Employer

**AMERICAN RIVER HOSPITAL****Staff Nurses****Support Positions**

- ◆ Food Service
- ◆ Pharmacist Intern
- ◆ Surgery Tech
- ◆ Medical Office Assistant
- ◆ Insurance/HMO Customer Service

- ◆ ICU/CCU (12-hr shift)
- ◆ Emergency (12-hr shift)
- ◆ Medical
- ◆ Maternal Child Health
- ◆ Surgical
- ◆ Oncology
- ◆ Per diem positions are avail in a variety of units



**American River Hospital**  
Personnel Department  
4747 Engle Road, Carmichael, CA 95608  
Member of the Alta Bates Health System

24-HR JOB LINE: 916/486-2207 EOE M/F/V/H



"The difficult is that which can be done immediately; the impossible that which takes a little longer."  
—George Santayana

#### LVN (PHLEBOTOMIST)

Stockton Plasma Center  
246 East Church Street  
Stockton, CA 95203  
209/465-0284  
C: Anita Coleman  
\$8/hr plus benefits (for full-time positions) including vacation, holidays, medical & dental ins., and credit union & savings plans. Call or come in & fill out an application; immediate employment possible! Duties include performing phlebotomies on donors. Full-time (7-4 Mon-Fri) or part-time positions available. Come join our well-established, automated plasma center. (Parent company is Miles Inc. - Cutter Biological Inc.) Requires Calif LVN license and CPR certificate. EOE



LVNs  
Clinton Village Convalescent  
1833 10th Avenue  
Oakland, CA 94606  
415/536-6512  
C: D.O.N.

Above-average salary plus excellent benefits package. Call for appointment or apply in person. Seeking enthusiastic, well-organized professionals to be responsible charge nurses. Full-time, PM & night shifts available (you choose). Independent health care corporation is part of Protean Health Services Inc. Our 99-bed SNF offers a pleasant working environment and wonderful opportunities for advancement. Requires LVN license.

#### CNAs

Our 99-bed skilled nursing center is under new management and is seeking serious nursing professionals who enjoy working with the elderly.  
**FT PT On-call**  
Day & flexible shifts  
**\$100 bonus for graduates of our training program.**  
Come Visit Us Today and See What We Can Offer You!  
Contact Angie Artates / D.O.N.  
Community Convalescent Center  
1790 Muir Rd, Martinez CA 94553  
(415) 228-8383



#### CRESTWOOD MANOR

Our 190-bed psychiatric facility is currently seeking serious nursing professionals who can uphold our reputation as being one of the best around. Our large corporation can offer excellent career opportunities & great advancements. If you enjoy a challenge and can ensure quality patient care, we want you to visit us today!  
**Current Positions Available**  
RNs - LVNs - LPTs  
Full & part-time  
We offer competitive salaries & excellent benefits package. Contact: Director of Nursing Services  
1130 Monaco Ct, Stockton, CA 95207  
(209) 478-2060 or 477-8491

#### DIRECTOR OF NURSING

Elmhaven Convalescent is currently seeking a professional who has great leadership ability and works well with others in a team-oriented environment.

**Salary** - Commensurate with your experience.

**Benefits** - Excellent package includes medical, dental, life, retirement, credit union vacation, holiday, and sick leave.

Call for appt or apply in person.

(209) 477-4817

Contact: Administrator



#### LVNs

Care West - Sierra Nursing Center  
310 Oak Ridge Drive  
Roseville, CA 95678  
916/782-3188  
C: Andy Wallace / Administrator  
Excellent salary plus good benefits package (for full-time positions) including paid vacation, holidays & sick leave, and medical & dental insurance. Call for appointment or send resume. 67-bed skilled nursing facility is currently seeking enthusiastic, dependable individuals to join our supportive nursing team. Perform charge nurse duties including passing medications and treating patients. Full-time PM shift, part-time night shift, and on-call & relief positions available. Requires current Calif LVN license. EOE



#### Mercy Healthcare Sacramento

#### MEDICAL TRANSCRIBERS (part-time)

Mercy Healthcare Sacramento  
Division of Catholic Healthcare West  
7750 College Town Drive, #101  
Sacramento, CA 95826  
916/386-3115  
C: Lowell Carrel / Employment Coord  
\$8.09-9.84/hr. plus generous benefits package. Call or write for more information. Mercy Hospital is a 365-bed acute care facility located in one of Sacramento's most beautiful & distinguished residential areas. Seeking dependable professionals to join our team. Transcribe a variety of medical records & reports. PT, 4 days/wk available immediately. Requires 1 yr recent medical transcribing experience, typing of 800 lines/shift, and substantial knowledge of medical terminology. EOE M/F/H

#### Registered Nurse II

\$2400-2634

California Mens Colony  
P.O. Box 8101  
San Luis Obispo, CA 93409-0003

REQS: Possession of CA legal reg to practice as professional RN. (Applicants in the process of securing approval of qualifications by CA board of RNs will be admitted to exam, but must possess all legal reqs as determined by that board before being eligible for appt.) AND 1 yr of professional exp in: 1) CA state service performing RN duties. (Exp as a Pre-RN may sub for up to 6 mos of exp on a month-for-month basis) OR 2) a licensed inpatient care facility. (A Master's in nursing may sub for 6 months of req'd exp.

NOTE: Applicant must include legal requirement number, title & expiration date. File state app by 9/30 (available at any EDP etc) Interviews 10/14. For more info, call the personnel office at (805) 543-2700 x 7942.

AA/EEO regardless of sex, race, religion, ancestry, disability, age or sexual orientation.

## NURSES

EARN \$2,336/MONTH!

Become a

#### MEDICAL TECHNICAL ASSISTANT

with the State of California Department of Corrections

Outstanding benefits and statewide opportunities. If you have:

- ◆ LVN or RN licensed or 1 yr experience as a corpsman with proof of admission to LVN exam
- ◆ A High School diploma or GED
- ◆ US citizenship
- ◆ 21 yrs of age (no age maximum)
- ◆ Good physical condition (normal hearing and vision)
- ◆ No felony convictions or illicit drug usage

To apply call:

1-800-622-WORK

Or pick up a State application from your local EDO (Fill in all blanks property)

Mail to:

Northern Testing Center  
P.O. Box 161329  
Sacramento, CA 95816

EOE



#### PERSHING GENERAL HOSPITAL

#### NURSE PRACTITIONER / PHYSICIAN'S ASST

Pershing General Hospital  
P.O. Box 661  
Lovelock, NV 89419  
702/273-2621  
C: Administrator

Competitive salary plus excellent benefits including vacation, holidays, sick leave, medical/dental, vision & life insurance, and paid retirement. Call for appt or send resume. Seeking a family nurse practitioner to treat & counsel patients in our family-oriented clinic and acute care hospital. Full-time Mon-Fri. We are located in a lovely, small rural community that offers many recreation opportunities including fishing, hunting & water-skiing. Requires Nevada family nurse practitioner or physician's assistant license. EOE

A good test of a person's character is his behavior when he's wrong.

#### RNs

Our privately owned 113-bed SNF is 30 minutes from Clear Lake & close to the Mendocino Mountains. If you're tired of fast-paced city life and looking for a change, come visit us!

We offer negotiable salaries and an excellent benefits package.

Paid relocation expenses & apartment location assistance for those moving into the area.

- All Shifts Available -

Contact: Administrator or D.O.N.  
Mendocino Skilled Nursing Facility  
131 Whitmore Lane  
Ukiah, CA 95482  
(707) 462-6636

Sutter Solano Medical Center, a 108-bed acute care facility, with recently opened state-of-the-art emergency intensive care facilities, has the following positions currently available:

CHARGE NURSE  
EMERGENCY ROOM  
Full-time PMs

RN - EMERGENCY ROOM  
Full-time Nights

PHARMACIST  
On-call

STAFF PHYSICAL THERAPIST  
Full-time

PHYSICAL THERAPIST / ATC  
Full-time

RNs and LVNs  
On-call

RADIOLOGY TRANSCRIPTIONIST  
On-call

If you are interested in working in a professional, high tech - high touch environment, please contact: Shirley Lee, Personnel Assistant.



#### Sutter Solano Medical Center

300 Hospital Drive  
Vallejo, CA 94589  
(707) 554-5244  
Jobline: (707) 554-5243

Equal Opportunity Employer  
Male/Female/Handicapped

#### NURSES

Mendocino Coast District Hospital  
700 River Drive  
Fort Bragg, CA 95437  
707/961-1234 x289  
C: Personnel Department

Competitive salaries and excellent benefits. Call for information. Nursing positions available in OB, labor & delivery, med/surg, and ICU. This 54-bed ACU provides quality care and offers a wonderful living environment on the spectacular Mendocino Coast. PT/FT (20-40 hrs/wk) and contingent (fill-in) positions open for AM, PM & night shifts. Must have a Calif RN or LVN license.

#### Laboratory Medical Technologist

Needed for our expanding acute care hospital. Your chance to join a growing clinical lab department by applying for this full-time, night shift position. Excellent 7-day on, 7-day off shift schedule. Must be currently California licensed.

Contact: Personnel Department

#### TRACY COMMUNITY MEMORIAL HOSPITAL

1420 N. Tracy Blvd  
Tracy, CA 95376  
(209) 835-1500  
ext. 4436 or 4441



#### Sutter Oaks Nursing Center - Midtown

We are starting our certification class for nursing assistants on October 10th. If you enjoy working with the elderly, or if you have always wanted to become certified as a nursing assistant, come visit us today.

Earn while you learn!

Housewives & Students encouraged to apply.

Contact: Carol Loftin / D.O.N.

2600 L St, Sacramento, CA 95816  
(916) 444-7290

#### DIRECTOR - AMBULATORY SURGERY CENTER

Excellent opportunity for an experienced healthcare director to manage all business operations of a San Francisco Surgi-Center.

Demonstrated leadership in ambulatory care, marketing, project management, fiscal success, and excellent communication skills are required. A Master's degree in Healthcare Administration or equivalent is required.

Please send resume to:

Mary Hibbert / Employment Manager



Sutter General Hospital  
3000 L Street #104  
Sacramento, CA 95816  
EOE M/F/H

Sutter Health

# The Best Health Care Services Depend Upon The Best Staff

Sutter Health is one of the largest health care providers in Northern California. Sutter Sacramento, an affiliate of Sutter Health, includes 677 bed acute care facilities located in Sacramento. Additionally, we have facilities in the communities of Davis, Vallejo, Novato, Crescent City, and Los Banos.

Boundless opportunities for health care and other professionals exist at our facilities. We believe that our human resources are our opportunity... our guarantee... for the future.



Please call

1-800-544-8778

or send your resume:

3000 L Street, Suite 104  
Sacramento, CA 95816

Sutter Health

EOE/AA/M/F/H



**NURSE PRACTITIONER / PHYSICIAN'S ASST**

Sereyaphon Medical Clinic  
2420 North California Street, Suite 1  
Stockton, CA 95204  
209/948-1020 or 473-3229  
C: Tong Vang / Office Manager

Salary negotiable DOE, plus full benefits package for full-time positions. Call for appt. Counsel & work with patients in Sacramento office. Full or part-time positions available. Mon-Fri (hrs & days to be arranged). Join our busy, family-oriented medical practice. Must be a licensed nurse practitioner or physician's assistant. Will train new grads! EOE

**OCCUPATIONAL THERAPIST**

Rideout Memorial Hospital  
726 4th Street  
Marysville, CA 95901  
916/742-7381 x529  
C: Michelle Zappa

Competitive salary DOE, plus excellent benefits package. Call or send resume. Administer occupational therapy at the acute care and skilled nursing centers of this 128-bed community hospital located in scenic Yuba County, 45 minutes from Sacramento and 2 hrs from skiing & the ocean. Full-time position. 40 hrs/wk. CA occupational therapy license required. EOE



## Mercy Healthcare Sacramento

**RADIOLOGY TECHNOLOGISTS**

Mercy Healthcare Sacramento  
7750 College Town Drive, #101  
Sacramento, CA 95826  
916/386-3115

C: Lowell Carrel / Employment Rep  
Competitive salary, \$10.46-12.72/hr DOE, plus exceptional benefit package. Call or write for more information: RTJJ. Mercy Healthcare Sacramento is made up of a progressive group of 3 acute care facilities located in some of Sacramento's most desirable residential areas. Seeking caring professionals to position, immobilize, and prepare patients for X-rays. Full & part-time positions available. Must be an experienced radiology technologist (CRT, ARRT license preferred).

**REGISTERED NURSES**

Sonoma Valley Hospital  
347 Andrieux Street  
Sonoma, CA 95476  
707/938-0292

C: Human Resources Department  
Competitive salary DOE, plus 17% night shift differential. Call or send resume. Immediate openings for RNs in our ICU department. Full-time, part-time & per diem; 12-hr shifts & night shifts available. 75-bed acute care facility, located in the beautiful wine country, has a supportive team. Requires Calif RN license & CPR certification. Prefer ACLS, CCRN. EOE

**RESPIRATORY THERAPIST**

Thompson & Darwish Cardiopulmonary  
P.O. Box 6686  
Clearlake, CA 95422  
707/263-5651

C: Carla Young / Cardiopulmonary Dept  
Salary negotiable, plus vacation, holidays, sick leave, medical insurance, and pension plan. Call for appt. Join the friendly staff at Lakeside Community Hospital, a 60-bed facility located in a clean, beautiful resort & retirement community. Looking for a respiratory therapist to treat patients and provide quality care. Full-time; varied shifts (days & hrs to be arranged). Must be a certified respiratory therapist. EOE

**RN**

LaSalette Convalescent Hospital  
537 East Fulton Street  
Stockton, CA 95204  
209/466-2066

C: Director of Nursing  
\$13/hr (with benefits), \$14/hr (per diem). Bfts include vacation, holidays, sick leave, medical/dental insurance, and profit sharing. Call for appt. Join the friendly nursing staff at our 122-bed SNF in the San Joaquin Valley. Looking for caring individuals to provide quality patient care. Full-time, part-time & on-call positions; all shifts available. Requires Calif RN license. New graduates welcome! EOE

**Home Health Director**

We are currently seeking a qualified professional to be the Director at our busy, hospital-based Home Health Agency.

Enjoy living in beautiful Lake Tahoe surrounded by many recreational outlets: hotels & casinos, beautiful lakes for water sports, and the overwhelming Sierra for camping & hiking.

Must meet Title 22 requirements. Competitive salaries and benefits.

Contact: Kathy Cocking, D.O.N.  
or send resume to:

Barton Memorial Hospital  
P.O. Box 9578  
S. Lake Tahoe, CA 95731  
(916) 541-3420 x218

**RN / LVN**

Grass Valley Convalescent  
107 Catherine Lane  
Grass Valley, CA 95945  
916/273-4447  
C: Administrator

New hourly wage plus incentive program and benefits available. Call for appointment or apply in person. Small skilled nursing facility is currently seeking supervisory charge nurse professionals. Full-time, part-time, and on-call positions; all shifts available. RN/LVN license required. EOE

**RN / LVN**

Auburn Gardens Convalescent Hospital  
260 Racetrack Street  
Auburn, CA 95603  
916/885-7051  
C: Mrs. Stevenson

Salary DOE plus new per diem scale and full benefits package. Call for appt. Join our professional nursing team at Auburn Gardens. Treat patients and provide quality patient care. Full-time position, night and per diem shifts available. 54-bed SNF is located in the lovely Sierra Foothills of Northern CA. Requires Calif RN or LVN license.

**RN / LVN**

Beverly Enterprises  
99 South Oakland Avenue  
Pasadena, CA 91101  
818/578-0154

C: Ann Pope / Regional Recruiter

Negotiable salary commensurate with experience, plus 2 wks vacation, 8 holidays, sick leave, medical, dental & life insurance, and jury-duty pay. Call for appt or send resume. Charge and treatment nurse positions available with our large, expanding company. We seek individuals who can administer quality patient care and work well with others in a team-oriented environment. Full-time; all shifts available. Openings in various locations ranging from Los Angeles to Arizona & Nevada. Requires Calif RN or LVN license. On-the-job training provided for new graduates.

**RN / LVN**

Hy-Pana Convalescent Hospital  
4520 North El Dorado Street  
Stockton, CA 95207  
209/477-0271  
C: D.O.N.

Salary commensurate with exp; great advancement incentives and excellent bfts. Call for appt or apply in person. Charge nurse responsibilities include supervising nurses, giving treatments, and ensuring that all patients receive quality care. 119-bed skilled nursing facility is waiting for you to join our #1 team! FT or PT flexible positions to fit your schedule; all shifts available. We are a part of Beverly Enterprises, one of the largest long-term care chains. Req current Calif RN/LVN lic. Must be motivated, enthusiastic, and work well in a team-oriented environment. New grads welcome.

Come join our team of professionals at Avenal District Hospital. 28-bed, rural facility is located in a growing small-town community (2 hrs from the coast and 1 hr from the mountains & skiing). Come grow with us!

- \* Internist
- \* ER Physician
- \* Pediatrician

Board-eligible for all positions. Competitive salaries with excellent benefits package including health insurance, retirement plan, vacations, holidays, and sick leave.

Contact: Mr. Curtis Flewe/Administrator  
(209) 386-5276 x145

or send resume to:

Avenal District Hospital  
317 Alpine St, Avenal, CA 93204

EOE

**RN / LVN**

Cypress Acres Convalescent Hospital  
1633 Cypress Lane  
Paradise, CA 95969  
916/877-9316  
C: D.O.N.

Negotiable salary DOE, + xint benefits including vacation, medical, dental & life ins, and wellness program. Call for appt/apply in person (9-5 Mon-Fri). Charge position available. Report to the DON, supervise NAs, and perform various other tasks. FT (PM shifts) & PT (vacation & relief) positions avail. 107-bed SNF with a pre-standing, 29-bed ICF is located in a lovely area, 15 minutes from Lake Oroville & other rec facilities. Tired of city life? Looking for a change? Come see what we have to offer! Req Calif RN/LVN license. Prefer long-term care exp, but will train. New/interim grads welcome.

**RN / LVN**

Ellens Memorial Convalescent Hospital  
2716 Ohio Avenue  
Richmond, CA 94804  
415/233-6720  
C: D.O.N. or Administrator

Salary open plus fringe benefits. Call for appointment. This 43-bed skilled nursing facility has a friendly working environment. Our supportive nursing team is currently seeking a qualified & dependable professional for a charge nurse position. All shifts available immediately. Req current Calif RN/LVN license. Long-term care experience preferred, but not essential.

**RN / LVN (2)**

Hilltop Manor  
12225 Shale Ridge Road  
Auburn, CA 95603  
916/885-7511  
C: Marya

Competitive salary (new pay rates) plus lucrative sign-on bonuses and excellent benefits including vacation, holidays, sick leave & medical/dental insurance. Call for appt. Seeking RNs or LVNs to join our professional nursing team. Pass meds and administer treatments. Full-time night shifts. 10:30-7am. 205-bed SNF is located in the beautiful Sierra foothills. Requires Calif RN/LVN license or interim permit. New graduates encouraged to apply. EOE

**RN / LVN**

Apple Valley Convalescent Inc.  
1035 South Gravenstein Highway  
Sebastopol, CA 95472  
707/823-7675  
C: D.O.N.

Salary commensurate with experience, plus great benefits package. Call for appt, send resume, or apply in person. Currently hiring for charge & treatment nurse positions. If you are a caring individual with the motivation & enthusiasm needed to provide top-quality patient assistance, apply now! Full-time flexible day, PM, or night shifts to fit your schedule. Refurnished 95-bed SNF is under new management and has all new equipment for our employees' and patients' convenience. Requires current Calif RN or LVN license. New graduates welcome for day & PM shifts. Interim graduates also accepted.

**RN / LVN**

Elmhaven Convalescent Hospital  
6940 Pacific Avenue  
Stockton, CA 95207  
209/477-4817  
C: Administrator

Salary commensurate with experience, plus excellent benefits including vacation, holidays, sick leave, medical, dental & life insurance, profit sharing, credit union, and retirement plan. Call for appt or send resume. 128-bed skilled nursing facility is currently seeking enthusiastic & motivated individuals for charge nurse positions. Great advancement potential with our supportive team. Full-time DAY SHIFT (LVNs); other shifts also avail for RNs/LVNs. Requires current Calif RN or LVN license. New graduates welcome!

**Director of Nursing Services**

An exciting career opportunity exists for to provide daily leadership, organization, and coordination for our nursing staff.

Successful candidate will have good knowledge of Title 22, exp as a D.O.N.S. or Asst D.O.N.S., effective oral & written/communication skills, strong management/supervisory skills, and a valid California RN license.

Home to over 400 adults who are retired Mason's (and their wives/widows), it includes a 167-bed skilled nursing facility and is an ideal environment for a dedicated geriatric professional. An additional 120-bed SNF is scheduled for completion in 1989.

Salary commensurate with successful record of accomplishments, plus a truly excellent benefit package, including a tax-sheltered annuity plan.

Please forward resume and salary requirements to: Director of Personnel

Masonic Home for Adults  
34400 Mission Boulevard  
Union City, CA 94587  
(415) 471-3434 ext 220

**RNs or LVNs**

Beverly Manor Convalescent  
1515 South Oregon Street  
Yreka, CA 96097  
916/842-4361

C: Staff Developer or D.O.N./Admin

Salary commensurate with exp, plus vacation, 8 holidays (personal holidays too!), sick leave, medical, dental & life ins, stock options, and retirement. Call for appt/send resume. We offer a team-oriented environment & great advancement opportunities. Choose from treatment or charge positions. All shifts available. FT & PT varying shifts (6:45am-3:15pm, 2:45-11:15pm & 11pm-7:30am). Our friendly, home-like 99-bed SNF is located in the beautiful Siskiyou mountains, a wonderful location for those tired of fast-paced city life. Requires Calif RN/LVN lic. New grads are welcome. We offer intern programs.

**RNs / LVNs**

Kit Carson Convalescent  
811 Court Street  
Jackson, CA 95642  
209/223-2231  
C: Director of Nursing

Competitive salary (including pay differential for night shifts) plus complete benefits package including paid vacation, sick leave, and 7 holidays. Call for information. Join our 140-bed SNF. Newly expanded facility needs nurses to provide long & short-term care to patients of all ages. Vacation relief & on-call shifts available. We have a friendly staff and are located in a scenic, small-town gold country community. Must have a current Calif RN/LVN license.

**RNs / LVNs**

Glenn General Hospital  
1133 West Sycamore Street  
Willows, CA 95988  
916/934-3351

C: Fran McRae or Kathleen Wells

\$12.10+/hr DOE/DOQ, plus medical, dental, vision & life insurance after 30 days, vacation, holidays, sick leave, pension, and FREE TRIP TO HAWAII (after 6 mos) for full-time RNs! Send resume or call for appt. Perform direct patient care at this 32-bed general hospital. 2 full & part-time positions available (all shifts). Come work at 'The Caring Place' and enjoy small-town living in friendly Northern CA. Requires Calif RN/LVN license. New graduates welcome. EOE

**PEDS / NEONATAL SATELLITE PHARMACISTS**

The University Of California Davis Medical Center in Sacramento is recruiting for Peds/Neonatal Satellite Pharmacists to provide comprehensive pharmacy services. Clinical services include: Selective patient monitoring, rounding pharmacokinetics, and CPR team participation.

Current licensure as a Registered Pharmacist in the State of California required. Excellent salary and benefit package. Position will remain open until filled. Salary \$1434-\$2153. Please refer to job #575-88. Please submit your CV to:

**UC DAVIS MEDICAL CENTER**

Personnel Dept.  
2525 Stockton Blvd.  
Sacramento, CA 95817

EEO / AA Employer, Minorities, Disabled M/F

**ADMINISTRATOR**

Relocate to the beautiful San Joaquin Valley in Central California. Live in a town of 300,000 that has a great deal to offer:

- Low housing costs
- Short commute time
- Easy access to recreational areas
- Great environment for raising children
- Location, location, location!

You're only 1 hour from Yosemite and snow skiing, multiple recreational lakes, the Redwood Forest, fishing, camping, and hiking.

For additional information, send inquiry letter or resume to: Recruiter  
6273 West Richert Ave, Suite 103  
Fresno, CA 93722.

EOE

**SENIOR SPEECH PATHOLOGIST**

Sierra Developmental Center  
805 South 21st Street  
Sparks, NV 89431  
702/359-6100

C: Personnel Department

\$2002-2714/mo DOE/DOQ, plus medical/dental, life & vision ins. Call for appt/more info. Provide diagnostic assessment & therapeutic services; plan treatments for mentally retarded persons of all ages; work as member of multi-disciplinary team, developing treatment training programs. 40 flex hrs Mon-Fri. State intermediate care facility is in the High Sierras near Reno. Req BA degree in speech pathology and 3 yrs FT exp working under a licensed speech pathologist; or MA in speech/language pathology and 1 yr FT experience; state of Nev license; and lots of patience & enthusiasm. EOE

When you set goals for yourself, they work in two ways: you work on them and they work on you!

**SOCIAL SERVICES DIRECTOR (part-time)**

Cypress Acres Convalescent Hospital  
1633 Cypress Lane  
Paradise, CA 95969  
916/877-9316  
C: D.O.N.

Salary negotiable DOE, + xint bfts incl medical, dental & life, vacation, and wellness program. Call for appt/apply in person (9-5 Mon-Fri). Flexible position with varied duties. Explain patient admission/discharge procedures, work with patients' families, and assist patients with personal needs. If you seek a change from busy city life, visit us and experience our difference. PT flexible position, 8-5, 107-bed SNF w/29-bed, pre-standing ICF is in a beautiful area. Req Medi-Cal/Medicare program knowledge. Must have great communication/people skills & be bondable. Training provided. Students accepted.

**RN / LVN**

Our small, family-like facility is currently seeking nursing professionals to be a major part of our rehab team!

If you enjoy working with the elderly and giving your best, we want you to visit our facility and see what we can offer you!

Excellent salaries with night differentials. Wonderful Benefits.

Contact: Patty / D.O.N.  
with your preference of shift



Fairmont Rehabilitation Hospital  
950 South Fairmont  
Lodi, CA 95240  
(209) 368-0693

EOE M/F/H

**D.O.N.**

Marysville Care Center is an 86-bed facility that offers great rewards and a supportive nursing team!

Seeking an innovative, energetic, and creative professional who can help us continue our reputation for quality care for all patients!!

This is a challenging position & requires a special type of person!

- Excellent Benefits
- Great Salary
- Wonderful Rewards

Send resume or contact: Shirley Delemere

1617 Ramirez Street  
Marysville, CA 95901  
(916) 742-7311

**ARA services****ARA LIVING CENTERS**

ARA Living Centers is currently seeking nursing professionals to work in any of our 3 facilities in Pleasant Hill and be a part of our quality team.

RN / LVN - 4, 6, 8 & 12-hour shifts  
CNA / NA - All shifts

We offer you flexible hrs & days around your schedule, job sharing, and excellent benefits!

If you enjoy working with the elderly and giving your best, we want you! Come visit us and see what we can offer you. New Grads Welcome!

550 Patterson Boulevard  
Pleasant Hill, CA 94523  
(415) 939-5400



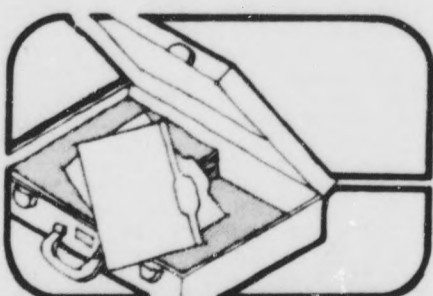


# PERSHING GENERAL HOSPITAL

## X-RAY TECHNICIAN

Pershing General Hospital  
P.O. Box 661  
Lovelock, NV 89419  
702/273-2621  
C: Administrator

Competitive salary plus excellent benefits including vacation, holidays, sick leave, medical/dental, vision & life insurance, and paid retirement. Call for appt or send resume. Take routine X-rays for 47-bed acute care hospital and skilled nursing facility. Full-time on-call position. Mon-Fri. We're located in a lovely small-town community that offers excellent recreation opportunities including fishing & water-skiing. Requires Nevada X-ray technician license. EOE



## Professional/ Career



## EMPLOYMENT SPECIALIST

California Job Journal  
2535 Capitol Oaks Drive, Suite 100  
Sacramento, CA 95833  
916/925-0800  
C: Human Resources Director

\$1000/mo base + commission on all sales after 1 mo. 1st-yr earnings to \$25,000. Benefits include vacation, holidays & medical/dental ins after 4 mos. Send resume & salary history/reqs. Thorough training prepares you to help employers with their hiring needs; call on new/existing clients in a specific industry. Hrs 8-5 Mon-Fri. Largest, fastest-growing independent recruitment advertising publication has new ofcs in South Natomas. Must have personnel/employment agency exp, professional appearance, good math, grammar, spelling & strong people skills. Will consider heavy phone exp.

Consider contacting past employers *before* starting your job search to be certain they are willing to provide you with a positive reference.

## SENIOR ADMIN ANALYST/ ADMIN ANALYST II

Shasta County  
1500 Court Street, Room 105  
Redding, CA 96001  
916/225-5515

C: Personnel Department  
\$2105-2961/mo DOE/DOQ, plus benefits & fully paid retirement. File by 9/28. Call for more info or apply in person. Perform administrative studies and be responsible for health & welfare budget. Full-time Mon-Fri. Shasta County (population 137,000) is located in a superb outdoor recreational area at the foot of majestic Mount Shasta. Requires at least 18 mos administrative analyst experience. AA/EOE



## FamiliesFirst

## SOCIAL WORKERS (2)

FamiliesFirst, Inc.  
502 Mace Boulevard, Suite 8  
Davis, CA 95616  
916/753-0220

C: Family Preservation Program  
\$1830-2250/mo DOE/DOQ + full bfts: medical, dental, vision, life & disability ins. Send resume. Family Preservation Therapists needed for expanding program in SOLANO & CONTRA COSTA Counties. Therapist will be based in one county and will carry a FT caseload of 2 families. Responsibilities include in-home crisis oriented treatment for 4-6 wks with families where child is at risk of out-of-home placement; case mgmt; and on-call duties. 40 hrs/wk. Multi-service, private non-profit social service agency. Req MA in Social Work or related field, 2 yrs related experience, and reliable transportation. EOE

## SR ECONOMIC DEVELOPMENT SPECIALIST

City of Garden Grove  
City Hall  
11391 Acacia Parkway / P.O. Box 3070  
Garden Grove, CA 92640  
714/741-5004

C: Personnel Office

\$3093-3775/mo + bfts including 10 vacation days & 11 paid holidays/yr, medical ins, and 7% PERS. File city application by 9/30. Perform responsible professional work in the preparation & implementation of City's economic development program including industrial development, redevelopment, and revitalization. Req 3 yrs progressively responsible economic development exp or graduate degree in related field; college degree in public admin, planning, business admin, social sciences, economics, or related field (or equivalent exp); and knowledge of CA Redevelopment Law. EOE M/F/H

## AREA MANAGERS (2)

All-Pro Management  
Los Angeles, CA 90028  
213/469-3032

C: Ken / Owner

\$1500/mo & 1-4% commission avail (negotiable) DOE/DOQ, + xint benefits. Call for appt or more info; RTJJ. Deal with established clientele, operate computer terminals to make travel arrangements, and assist customers in getting to & from their destinations (vacation or business trips). Hrs 8-5 Mon-Fri + OT. Established travel agency has served Southern CA for 10 yrs and deals with high-profile customers. Must be outgoing, positive person with good verbal skill and ability to handle stress. Travel agency training & exp a plus. Computer & spelling skills pref. US citizenship req. EOE M/F/H/V

## CHILDCARE WORKER

Stanford Home for Children  
4144 Winding Way  
Sacramento, CA 95841

C: Office

\$950-1150/mo DOE/DOQ, plus medical & dental benefits. Send resume; RTJJ. Supervise & oversee adolescents in the home, assisting in all aspects of day-to-day activities and helping to create a therapeutic environment. We are a small residential treatment center for troubled teens that offers good supervision and learning opportunities. 40 hrs/wk on shift basis (generally 4 days on and 3 days off). Requires BA degree in social science/psychology and a CA driver's license.

People may doubt what you say, but they will believe what you do.

## CONTRACT ADMINISTRATOR

Explosive Technology, Inc.  
P.O. Box KK  
Fairfield, CA 94533

C: Ben Callis

Competitive salary & relocation expenses. Send resume; RTJJ. Senior position responsible for proposal preparation, negotiations, and contract administration. Full-time position with this manufacturer of explosive-actuated devices for the aerospace industry. Requires undergraduate degree in business/technical field and exp performing the above duties. 5 or more yrs exp administering govt contracts in the aerospace industry is highly desirable. EOE M/F/H/V

## CURATOR

Vallejo Naval & Historical Museum  
734 Marin Street  
Vallejo, CA 94590  
707/643-0077

C: John Swanson or Judy Furlong

\$16,500-18,000/yr DOE; benefits available. Send resume & references by 9/30/88. Manage museum, maintaining local historical collections & artifacts. Full-time; flexible hrs & days. Privately owned museum handles artifacts and changing collections including Smithsonian Arts & Sciences exhibits. Must be experienced curator. Prefer MA in history or museum studies and 2 yrs exp with historical collections. 2 yrs exp with historical photos & vintage textiles a plus. Must have right to work. EOE

## ECONOMIC DEVELOPMENT / PUBLIC

INFORMATION OFFICER  
Shasta County  
1500 Court Street, Room 105  
Redding, CA 96001  
916/225-5515

C: Personnel Department

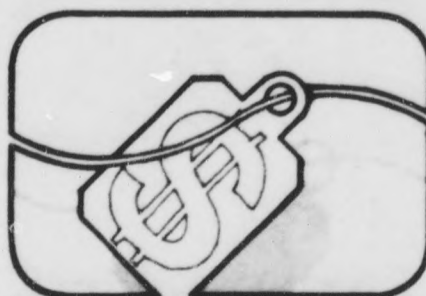
\$2820-3428/mo plus benefits and fully paid retirement. Call for more info or apply in related to economic development. EOE

## INFORMATION OFFICER

Shasta County  
1500 Court Street, Room 105  
Redding, CA 96001  
916/225-5515

C: Personnel Department

\$2820-3428/mo plus benefits and fully paid retirement. Call for more info or apply in person; file by 10/7/88. Develop & coordinate county's economic development and public information programs. Shasta County (population 137,000) is located in a superb outdoor recreational area at the foot of majestic Mount Shasta. Full time Mon-Fri. Requires experience related to economic development. EOE



## Sales/ Marketing

## ADVERTISING SALES REPRESENTATIVES

The Vernon Company  
813 West Oak, Suite A  
Visalia, CA 93291  
209/627-6277

C: Fritz Mundy / Western Division Mgr

Strong earnings potential plus incentive travel. Success. Opportunity. Benefits. A Vernon Company sales career offers the best of the Big 3! Take the first step to success: send resume today; RTJJ. Call on business, industry & government to sell advertising & promotional products. Openings in Stockton, Lodi, Bay Area, Vallejo, Santa Rosa & Napa. Account protection provided. Flexible hours & days. Must be highly motivated and personable. No experience necessary; full training & support provided.

## ADVERTISING SALESPERSONS (10)

Courtesy Publishing Company  
1727 State Street, #4  
Santa Barbara, CA 93101  
805/687-3205

C: Dennis / President

\$1600-7000/mo potential earnings based on 33-42% commission only. Call for appt or send resume; RTJJ. Work from your home selling ad space in specialty address books offered as fundraisers by nonprofit organizations. Set own hrs. In business for 8 yrs (parent company in Clearwater, FL). CPC is expanding throughout CA. Requires HS diploma, 2-3 yrs sales/tele-marketing experience, CDL, and transportation. Must have a professional manner & appearance, and proof of right to work. EOE M/F/H/V

## AREA DEMONSTRATOR

Virginia's Wholesale Company  
Tracy, CA 95376  
209/836-3112

C: Virginia Villanueva / Owner

Commission only. \$10 kit investment required. Call for more information. Work as an independent contractor, selling a variety of specialty merchandise: high-impulse, home decor & brass collection decorator items; furniture; tools; jewelry; music boxes; musical sculptures; miniature collectibles; and more (over 3000 products in all). Positions available throughout CA. Full or part-time, set your own hrs & days. Wholesale company sells products through party plans, general & promotional merchandising, wagon jobbing, and direct sales. Must have transportation and an ambitious self-starter.

## AUTO SALESPERSONS (4)

Don Murtos Chevrolet  
19490 Monterey Road  
Morgan Hill, CA 95037  
408/779-2136 or 225-1370  
C: Dennis Colburn

Up to 35% commission (\$1600/mo guaranteed salary or unlimited commission potential), plus gas allowance, demo plan, vacation, holiday and medical & dental benefits after 90 days. Call between 10-6 Mon-Fri for appt or more information. Send resume; RTJJ. Sell new & used cars. Full-time; 9-3:30 or 2:30-8:30, 6 days/wk (1 weekend off every 2 mos). South Bay's fastest growing auto dealership seeks outgoing, self-motivated US citizen. Requires straight sales experience, CDL & DMV printout. AA/EOE M/F/H/V

## MANAGER TRAINEE

FiBanc Financial Services, a subsidiary of First Interstate Bancorp, has positions available in Northern California for an entry-level Manager Trainee.

We are looking for aggressive sales-oriented individuals who are looking for an exciting career in the consumer finance industry and training will lead into a management assignment.

Please call between 9:00 am and 4:00 pm Monday - Friday.

Kirk Langs  
(415) 452-4919

FiBanc Financial Services



## FINANCIAL SERVICES SALESPERSON

Jefferson-Pilot Financial Services  
350 University Avenue, Suite 270  
Sacramento, CA 95825  
916/927-5563

C: Dave Borges / Regional Agency Mgr

Base salary plus bonuses. Call for a personal interview between 9-11am. Outstanding financial sales position offers an excellent opportunity with a large corporation. Full-time position. Must be a local resident with managerial ability & ambition. Business or sales background helpful. Comprehensive 2-yr training program provided.

## RESEARCH&MORE.CMA™

## INTERVIEWER

GMA Research  
1600 South Main Street, Suite 220  
Walnut Creek, CA 94596  
415/943-4456

C: Personnel Manager

\$5.50-7/hr plus 1 wk vacation. Call for appt or more information between 9-5 Mon-Fri or apply in person. Conduct market research surveys by phone under supervision. NO SALES REQUIRED. Ideal entry-level position for those interested in the marketing field. Full & part-time flexible hrs. Established marketing research firm has beautiful offices in downtown Walnut Creek. Must be motivated, friendly, career-oriented, and have good communication skills (both written & verbal). Some CRT experience preferred. Customer service & telephone exp helpful. EOE

## JEWELRY SALESPERSON

McBurdy Enterprises  
Vallejo, CA 94591  
707/552-0948

C: Mr. Carleo Abad / Owner

Hourly wage. Call for appointment. Sell jewelry, write up orders, and explain services available. Great advancement potential with well-established jewelry concession located in Sears stores. Positions available in San Mateo & Oakland. Full or part-time hrs to be discussed at interview. Must be outgoing & self-motivated.



MAJESTIC  
Marketing Associates

## SALES REPRESENTATIVE

Majestic Marketing Associates  
1525 Hardeman Lane  
Cleveland, TN 37311  
800/251-6448

C: Recruiting Department

\$250/wk guaranteed draw to start, + per diem & mileage, quarterly incentive program, thorough training program, and xint bfts. Call for appt or send resume. Seeking career-minded people with big smiles, good hearts, and professional appearance for entry-level positions. Excellent opportunities for advancement. Deliver & sell photography packages from previous sittings. 15-minute appts are prearranged. All leads provided, no cold calls. POSITIONS AVAILABLE ACROSS CALIFORNIA. Full-time position with national photographic company. Req HS diploma & car. Sales exp desired. Recent college grads welcome.



ALLSAFE SECURITY INC.

## SALES REPRESENTATIVE

Allsafe Security Inc.  
2041 Mission College Boulevard, Suite 159  
Santa Clara, CA 95054  
408/727-8925

C: Michael Benjamin / Regional Mktg Mgr

\$25,000/yr guaranteed min salary + commission & \$10/mile car allowance (\$50,000/yr realistic potential w/in 3 yrs); Blue Cross/Shield medical and \$25,000 life ins. Send resume/salary reqs & history. Prospect & set outside appts; call on industrial, institutional, and commercial firms. FT, Mon-Fri (flex hrs). POSITIONS ALSO IN SF. One of US's largest, most successful contract security guard svcs has 40 offices nationwide. Requires BA/BS degree and sharp prospecting skills. Must be assertive & articulate and have a professional manner & appearance. 1-3 yrs industrial/business sales experience a plus.

## SALESPERSON

Allichey Auto Parts  
4999 Vanden Road  
Vacaville, CA 95687  
707/437-5466

C: Roni

Salary DOE, plus vacation and medical insurance. Call for appt/more info, send resume, or apply in person; RTJJ. Sell new & used automobile & truck parts (a user-friendly computer helps to ask proper questions and locate parts); interact with retail customers over the counter and wholesale customers over the phone; and direct parts-pullers over an intercom. Hrs 8:30-5:30 Mon-Fri and 9-2 every other Sat. Clean, modern dismantling company specializes in Chevrolet parts. Must have sales experience and be self-motivated. Automotive background a +. EOE

## Working Together With Your Boss

(Continued from page 9)

breaking through the limitations of the tunnel vision that occurs when we see fewer choices than we really have.

Finesse possible power struggles with your boss by acknowledging the legitimacy of his or her request. Map out a strategy that makes your acceptance conditional. State the terms of your acceptance (what you'll need to accomplish the request in terms of budget, lead time, human resources, etc.). If you're overworked (but remember, everyone thinks they are overworked and can't accomplish additional tasks), say, "I'd be happy to do Project X. Please let me know which of the other five current jobs I should de-prioritize, so that I can finish X on time."

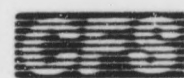


Managing your boss is not magic.

It requires the systematic application of basic

interpersonal skills, assertiveness and a little common sense. It requires that you take strategic responsibility for the quality of your upward relationship. It means that you learn to accept your boss as a human being with the shortcomings involved. More than anything else, you must break out of the culturally programmed passivity that keeps you from taking upward initiative. Managing your boss only seems like magic if you haven't yet started.

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COMMERCIAL  
FILTER SERVICE

Air Filtration Engineering And Services

## SALES REPRESENTATIVES

Commercial Filter Service  
5710 Auburn Boulevard, Suite 8  
Sacramento, CA 95841  
916/344-2023

C: Shaun O'Neill

\$24,000+ avg 1st yr potential (commission/bonus & residuals). Call for more info. Work from home. Cold-call by phone/in person, generate leads, and market expanding commercial HVAC svc to industrial & bodyshop spray booth firms. Protected areas, low competition. TERRITORIES FROM RENO TO CONTRA COSTA COUNTY. No overnight travel. Mgmt opportunities FT/PT, flexible hrs & days. Regional service firm is #1 in field. Must be determined, self-assured, and have xint verbal skills. Looking for persons who thrive on being an integral part of a small firm undergoing rapid expansion. Sales exp a plus; will train.

## NOW HIRING!

- 2 part-time cashier positions
- 2 part-time hardware sales positions
- 1 part-time plumbing/electrical sales position.
- 1 full-time receiving position.

Hourly DOE, DOQ. Exp helpful but not required. Responsible, self-motivated individual

Apply in person or send resume:



Attn: Robin Wussow  
3555 El Camino Avenue  
Sacramento, CA 95821



**SALESPERSON**

MTS of Northern California  
1450 Travis Boulevard, Suite 201  
Fairfield, CA 94533  
707/425-6176  
C: Office

Commission only. Call to schedule interview. Evaluate retail payment systems for established & new businesses through credit card capture. Company will provide ongoing training seminars. Positions available throughout Northern CA. 40 hrs/wk; flexible schedule. Company sells & leases electronic data capture terminals to process Visa & MasterCard transactions. Must have reliable transportation; professional appearance; strong people skills; and good spelling, grammar & math aptitude. Individuals 40+ encouraged to apply.

**SALES REPRESENTATIVES**

Cal-X Fun Spas  
2389 Fair Oaks Boulevard  
Sacramento, CA 95825  
916/488-6622 x600  
C: Miss Kay

Up to \$50,000/yr plus benefits. Call to apply. Cal-X pays you to have fun. We're a leader in one of the most exciting sales industries today. Sales and retail showroom experience preferred. Full & part-time positions in Concord, Pleasanton, Fairfield, Modesto, Stockton, Roseville, and Sacramento.

**SALES REPRESENTATIVES (5)**

Orkin  
North Highlands, CA 95660  
916/482-4570  
C: George Pryor

\$1275/mo guaranteed training salary (1st 2 mos), then 15-18% draw against commissions plus car allowance, 1 wk vacation after 1 yr, 8 holidays, medical & life ins after 90 days, and pension after 1 yr. Call for appt. Jobs also avail in STOCKTON (209/943-1959) and MODESTO (578-0681). Full-time. Market pest control services to homeowners (leads supplied) or commercial accts (must do heavy lead generation); your choice! Protected territory. Largest exterminator in the world req neat appearance, strong communication skills, ambition, and willingness to work hard & learn. No experience necessary; will train.

If you've been invited back for a second job interview, you must have made a good first impression. Keep up the momentum by asking specific questions to verify what you've learned from your research of the employer.

**SHOWROOM SALES REP**

Grantree Furniture Rental  
Hayward, CA 94541  
415/881-7575  
C: Robin Castillo / Sales Manager

Salary and quarterly bonuses, plus medical & dental ins. Call for appt. Sell rental program to walk-in and call-in customers; maintain showroom, dust, & arrange furniture; provide customer service; and handle some administrative duties. Work at different job sites 3 days/wk in SF and 1 day/wk in Oakland. Full-time, 10 hrs/day. One of the largest furniture rental companies handles home & ofc accounts and has offices in 9 western states. Req career-oriented person with car. Some sales or customer svc exp preferred. Must have right to work and pass drug screen test.

**Copier Products - California Copy HAS EXPANDED AGAIN**

In addition to our fine line of Mita Copiers, we now carry Konica/ Royal Copiers and Mita Fax machines.

**WE NEED:**

1. Experienced Fax Representative
2. Copier Representatives

**WE OFFER:**

- Salary
- High Commission
- Car Allowance
- Company paid benefits

We are one of the fastest growing dealers in the US. Join our family.

Call JANET SILL  
(916) 443-0998

F.M. California Copy

**CBA?**

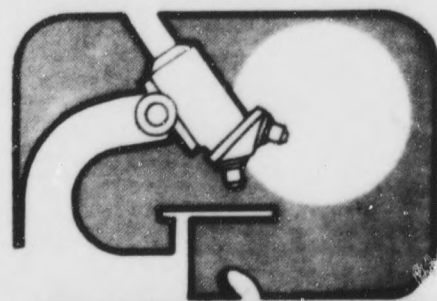
Confused by abbreviations?  
Help is on page 2.  
See the Reader's Guide.

**TELEMARKETERS**

Night Protective Industries  
1800 North Argyle Avenue, Suite 301  
Hollywood, CA 90028  
213/465-7623

C: Mr. Nelson / Telemarketing Manager

Up to \$7/hr to start, daily cash bonuses and commission; plus full company benefits after 90 days. Call for appt; RTJJ. Set-up appts between the private sector of the community and the company's salespeople to sell security systems. Hrs 3-9 Mon-Fri and 9-3 Sat. Fast-growing security firm has large corporate structure. Must have good phone voice. Prefer some telemarketing experience.

**Science/Research****CHEMIST / CLEANING EXPERT**

Micro Lithography Incorporated  
Sunnyvale, CA 94089  
408/747-1769  
C: Florence

Competitive salary plus benefits. Call for information; RTJJ. Perform statistical quality control and cleaning of plastic surfaces for this electronics materials company in Santa Clara County. Hrs 8-5 Mon-Fri, plus overtime. Requires BS/MS degree in chemistry and experience in surface cleaning in clean room, ultrasonic, vapor degreaser, surfactant, and surface inspection methods.

**METALLURGIST / ANALYST**

Aviation Laboratory  
12911 Budlong Avenue  
Gardena, CA 90247  
213/217-9369  
C: Dawn / Secretary

\$18,000-20,000/yr DOE, plus 2 wks vacation & medical insurance. File by 8/29. Call for more info; RTJJ. Test used aircraft oil (turbo-prop & turbo-fan engines), look for unusual metal wear trends using atomic absorption methods, deal with the public daily, and transfer info about tests completed. FT, 8-5 Mon-Fri. In CA for 2.5 yrs. company has territory that extends to Denver and an office in New Orleans. Requires exp using absorption method and good public relation skills. Prefer degree in chemistry or geology, and ability to speak clearly. EOE Employer

**QUALITY CONTROL CHEMIST**

Micro Lithography Incorporated  
Sunnyvale, CA 94089  
408/747-1769  
C: Florence

Salary competitive, plus benefits. Call for information; RTJJ. Maintain quality control standards, dealing with the characterization of polymers and photochemistry for this electronic materials firm. Full-time, 8-5 Mon-Fri (plus overtime). Requires bachelor's degree in chemistry; and quality control experience, or characterization and photochemistry exp.

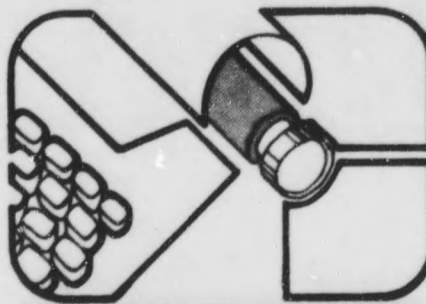
**MANAGEMENT**

Copeland's Sports, a rapidly expanding, multi-specialty, name-brand sporting goods retailer, has management career opportunities available in Sacramento and the San Francisco Bay Area. Successful candidates will be skilled in sales, merchandising & communication; knowledge in retail operations, organization and sporting goods product lines; and the ability to achieve sales goals, maintain cost budgets and follow company guidelines. Assistant management positions are available at three different levels, from introductory management to pre-store management.

If you are honest, result-oriented, mobile and enjoy the challenging, fast paced elements of retail, please send resume to: (Sac Area) 450 Downtown Plaza, Sacramento 95814 / (Bay Area) 1607 Shattuck Ave, Berkeley 94709  
Attn: Director of Operations.

Don't let this quality opportunity pass you by!

Copeland's Sports

**Secretarial/General Office****ADMINISTRATIVE ASSISTANT TRAINEE**

Operator Service Providers of America  
6611 Valjean Avenue  
Van Nuys, CA 91406  
818/786-6772

C: Robin Katz / Executive Admin

\$1600/mo to start DOE/DOQ, + xint bfts. Send resume; RTJJ. Entry-level position. Report to executive administrator, type, perform office procedures, handle phone, and run errands. Possible nationwide travel. Hrs 8-5 Mon-Fri plus flexible OT req. Incorporated 4/88, fast-paced, expanding nonprofit trade assn deals w/top-level executives & telecommunications. Req HS diploma, 1-2 yrs ofc procedure & systems exp, PC exp, ability to work with executives, CDL, and car. Good communication & spelling skills and professional appearance a must. Legal background & college a plus. Must have right to work. EOE

**CATERING SECRETARY**

Hilton Hotel  
2200 Harvard Street  
Sacramento, CA 95815  
916/922-4700  
C: Personnel

Negotiable salary plus medical/dental insurance. Apply in person between 9-noon Mon-Fri. Answer phones, do heavy typing, perform general clerical duties, type work orders for catering department, and organize & help with customers' catering needs. Full-time day shift. 332-room hotel is part of the renowned Hilton chain. Must have clerical experience and type 60 wpm. Will train. EOE

Build a portfolio to show a representative sample of your work. Emphasize quality, not quantity.

**COLLEGE CLERK III**

Chabot College  
Health Sciences Division, Hayward Campus  
25555 Hesperian Boulevard  
Hayward, CA 94545  
415/786-6644  
C: Personnel

\$1457/mo plus vacation, holidays, and medical/dental & vision insurance. Call for more information & application. All candidates must complete official college form and file by 9/30 (no resumes). Type documents, routine correspondence, and reports; make appts for dental area; receive payments; and gather & post data. Hrs 8-5 Mon-Fri; 10 mos/yr. Position begins 10/17. Requires 55 wpm typing (will be tested).

**COMPUTER OPERATOR (part-time)**

Western Farm Credit Bank  
P.O. Box 13280-A  
Sacramento, CA 95813  
C: Computer Operator

Salary DOE, plus benefits. Send resume. Execute computer processing jobs using IBM equipment for leading agricultural financial institution. PT, 2:30-6:30am Tue-Fri & 3:15am-noon Sat. Requires good communication & problem-solving skills and a basic understanding of computer concepts & principles acquired through work experience and/or education. IBM 4300 exp a plus. EOE

**CONSTRUCTION SECRETARY**

Lin Pro Company  
P.O. Box 4129  
Diamond Bar, CA 91765  
714/861-6828  
C: Mike Winter

\$25,000-30,000/yr + future bfts. Call between 7:30-4 for appt. Send resume & references; RTJJ. Type, mail office documents daily, answer incoming calls, set appts for staff, operate IBM Wordstar, compose reports, draw up contracts, and obtain building permits. 40 hrs/wk (7-5) + OT avail. Established national firm has been in apartment & commercial bldg construction 10 yrs. Req HS or GED diploma, 2 yrs exp in construction office, 70 wpm typing, and knowledge of Lotus, contracts, bldg permits & blueprints. Must be professional, ambitious, self-motivated US citizen. AA/EOE

Be quick to recognize co-workers who overcome deficiencies or correct mistakes. Acknowledging their efforts is a guaranteed morale booster.

**CUSTOMER SERVICE SUPPORT**

Win-Glow Window Coverings  
2390 Zanker Road  
San Jose, CA 95131  
408/435-8844

C: Michelle Lewellyn / Personnel Coord

\$6-7/hr DOE, + 1 wk vacation after 1 yr, sick leave, holidays, and medical & dental ins after 2 mos. Call for appt; RTJJ. Act as backup receptionist, file invoices & customer orders, and process internal & outgoing mail. Hrs 8-5 Mon-Fri. Rapidly growing, progressive window covering manufacturer has been in business 25 yrs and has 160 employees. Requires a bright, responsible individual with professional phone manner. Telephone experience preferred. EOE

**EXECUTIVE SECRETARY**

CCA Silband Sports Corporation  
15821 Ventura Boulevard, Suite 665  
Encino, CA 91436  
818/782-6171

C: Lisa / Personnel Manager

\$18,000-20,000/yr DOE/DOQ, + 1 wk vacation after 1 yr, 9 paid holidays, and sick leave. Call ASAP (between 8-10am & 3-5pm) for appt; RTJJ. Draft & prepare correspondence, report directly to VP of Operations & VP of Merchandising, and do heavy typing & word processing. Hrs 8-5 Mon-Fri. Interstate golf course management firm handles 20 facilities. LA office has a staff of 20. Req HS diploma, previous secretarial exp in executive setting, and good typing & word processing skills. Must be well-groomed, motivated, energetic, and have a professional appearance. US citizenship req. AA/EOE

**MEDICAL BILLING CLERK**

Lake Park Retirement Residence  
1850 Alice Street  
Oakland, CA 94612  
415/835-5511

C: Carolyn McCombs

Salary DOE, plus excellent benefits including vacation, holidays, sick leave, and health, dental & vision insurance. Send resume. Process payables and perform computer entry & record keeping duties. Involves Medicare and insurance claims. Hrs 8:30-5:30 Mon-Fri. Gracious retirement center is located in the Bay Area near BART & Lake Merritt. Typing skills required. Prefer medical billing experience. Computer skills a plus. EOE

**OFFICE ASSISTANT**

Loube, Lowen, Klein and Lando  
1433 Webster Street, Suite 200  
Oakland, CA 94612  
415/444-6453

C: Rubye / Office Manager

\$1100-1200/mo DOE/DOQ, plus free parking, 2 wks vacation, 5 paid holidays, paid sick leave, and medical/dental & life insurance. Call for appt or send resume. Seeking a bright, fast learner to maintain law library, file, run copy machine, and act as messenger for lawyers. Hrs 9-5 Mon-Fri. Established in 1952, 10-attorney multi-phase business & general practice law firm is a great place to work! Requires HS diploma, good reading skills, and ability to follow instructions. No experience necessary; will train. EOE M/F/H/V

**OFFICE ASSISTANT (trainee)**

California Job Journal  
2535 Capitol Oaks Drive, Suite 100  
Sacramento, CA 95833  
916/925-0800

C: Human Resources Manager

\$4 50-6/hr DOE, plus excellent benefits. Send resume & salary history. Varied general office duties including data entry, customer service, and heavy phone work. Provide receptionist relief on switchboard and run errands. Good opportunity for advancement with a growing publishing company in the South Natomas area. Hrs 8-5 Mon-Fri. Requires 50 wpm accurate typing, excellent spelling & grammar skills, CDL, and insured transportation. Must be very detail-oriented. 1+ yrs office experience preferred, but will train. Computer exp or training helpful.

**PERSON FRIDAY - CLERICAL**

Santa Monica Propeller  
3025 Airport Avenue  
Santa Monica, CA 90405  
213/390-6233

C: Barbara Brady / Asst Vice President

\$6/hr plus medical & life insurance after 60 days for full-time employees. Call for appointment; RTJJ. Answer multi-line phone, do alpha/numerical filing, type, perform mail duties, operate computer, and do data entry. Full-time, 8-5 Mon-Fri; or part-time 9-4 (30 hrs/wk). In business over 25 yrs, company has a staff of 25-30 specializing in the overhaul of aircraft propellers and distribution of small aircraft parts. Req HS grad with own car. Must be a professional, self-motivated, outgoing non-smoker. Data entry exp and 50 wpm typing desired. US citizenship req. EOE

**WORD PROCESSING SECRETARIES**

Being a member of a team, contributing, and being respected for your contribution, will motivate you at Bio-Rad. Our 31 years of success and continuing growth will give you confidence in our future.

Join us if you are a beginning or accomplished secretary with 50-70+ wpm word processing skills (Macintosh preferred), strong people and organizational skills and a desire to gain satisfaction from your work.

We have several immediate openings in our Hercules and Richmond offices. For consideration, please send your resume to Bio-Rad Laboratories, Human Resources, Dept. 177-279-CJJ0918, 1000 Alfred Nobel Drive, Hercules, CA 94547.

Bio-Rad is a world leader in the fields of chemical separations, clinical diagnostics and analytical instrumentation helping science serve mankind. We are an equal opportunity employer.

**BIO-RAD**

Bio-Rad Laboratories

**JOIN THE CUSTOMER SERVICE PROFESSIONALS**

JCPenney

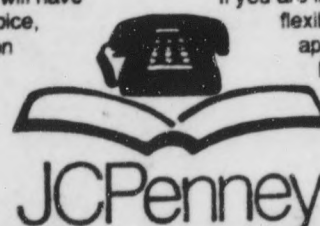
**AVERAGE 16-HOUR/WEEK TEMPORARY POSITIONS**

The JCPenney Telemarketing Center is seeking qualified part-time Customer Service Representatives to take catalog orders by telephone.

This position features:

- Paid Training
- Flexible Hours
- Merchandise Discounts

The successful person will have a pleasant telephone voice, excellent communication skills and a mature, professional attitude. Knowledge of type-writer keyboard is helpful, but not required.



TELEMARKETING CENTER, 5949 FAIR OAKS BOULEVARD (Fair Oaks & El Camino)

An Equal Opportunity Employer M/F

You will be scheduled an average of 16 hours/week on a rotating basis with some weekends. Hours of operation are from 6:30 am to 11:00 pm.

If you are interested and can work a flexible schedule, submit your application Monday through Friday between 9 am and 3 pm. JCPenney Telemarketing Center is located at Fair Oaks Blvd. and El Camino Ave.





**PROFESSIONAL CAREER RECEPTIONIST**

Limbach, Limbach & Sutton  
2001 Ferry Building  
San Francisco, CA 94111  
415/433-4150  
C: Administrator  
Excellent salary DOE/DOQ, plus top benefits including 3 wks paid vacation. Send resume & cover letter. Greet clients, answer telephones, schedule conference rooms, record/send messages on E-MAIL, and perform other receptionist duties. Apply today if you are that 'just right' professional person! FT Mon-Fri. 30-attorney patent firm has a professional environment in the beautiful, historic Ferry Building. Requires minimum 3 yrs PROFESSIONAL receptionist experience. Must desire a career position. Word processing or data entry exp helpful. RECENT RENOVATIONS PROVIDE ACCESS FOR THE HANDICAPPED.

If your progress isn't keeping pace with your potential, chances are your goals aren't clearly defined.

**PROOFREADER / PLATE CHECKER**

Califorms Printing Company  
697 Lenfest Road  
San Jose, CA 95133  
408/926-3676  
C: Neal Kyle / Plant Superintendent  
Up to \$9.00/hr DOE, plus vacation, holidays, sick leave, medical, dental & vision ins, and stock ownership plan. Call for more information or apply in person; RTJJ. Proofread printed forms. Hrs 7:30-4 Mon-Fri. Business forms manufacturer requires good English, grammar & spelling skills. Experience preferred but not necessary; will train right person. AA/EEO Employer M/F/H/V

**OptoElectronics**

Subsidiary of **TEXTRON** Defense Systems

**RECEPTIONIST**

OptoElectronics  
P.O. Box 750039  
Petaluma, CA 94975-0039  
C: Human Resources  
\$5.88-7.48/hr DOE, plus xint benefits including medical ins. File by 9/30. Send resume; RTJJ. Operate Mitel switchboard, prepare outgoing foreign & domestic mail, direct visitors, and provide clerical support to the Human Resources Dept. Hrs 7:30-4:30 Mon-Fri. Growing manufacturing of infrared sensors & detectors, located in Sonoma County, offers a small-company atmosphere and has 180 employees. Must have HS diploma, ability to type 40-45 wpm, good verbal & written communication skills, and be an energetic, well-groomed team player. Prefer 3+ yrs clerical exp. AA/EEO M/F/H/V

**SECRETARY - BILINGUAL**

National Economic Development & Law Ctr  
1950 Addison Street, Suite 200  
Berkeley, CA 94704  
C: Marcia B. Brown  
Salary DOE/DOQ, + xint bfts incl 4 wks paid vacation. Open until filled. Submit resume. Seeking a skilled & experienced bilingual (English/Spanish) individual to provide secretarial support for staff persons. Hrs 8-5 Mon-Fri. National Economic Development & Law Center provides training & technical support for legal services and nonprofit organizations. Requires at least 5 yrs secretarial experience, IBM-compatible PC exp, accurate 75 wpm typing, ability to use proper grammar and communicate effectively in both English & Spanish. Working knowledge of Word Perfect desirable. AA/EEO

Recruitment advertising that gets results.

**JOB JOURNAL Classifieds**  
**(916) 925-0800**

**ARCHITECT / CONSTRUCTION ADMIN**

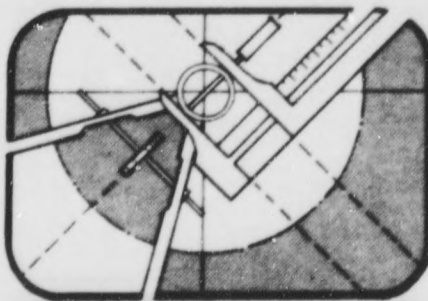
Stephen Short & Associates, Inc.  
2602-B Marconi Avenue  
Sacramento, CA 95821  
916/488-3795  
C: Roland Deimendo  
Salary commensurate with experience, plus medical & dental insurance. Send letter & resume. Qualified applicants only need apply. Mid-size Sacramento architectural office looking for architect to represent firm in the field. Internal responsibilities include quality control of construction documents. Hrs 8-5 Mon-Fri. Must be a licensed architect with at least 5 yrs experience and ability to work with clients & contractors. Requires exp as a construction administrator.



**CITY OF EMERYVILLE**

**CIVIL ENGINEER**

City of Emeryville  
Department of Public Works  
2200 Powell Street, 12th Floor  
Emeryville, CA 94608  
415/654-6161  
C: Personnel Department  
\$2756-3351/mo. Obtain city application and job flyer from personnel dept. File city app by 10/7. Responsible for design, bid procedures, construction inspection, and record keeping for projects throughout the city. FT, Mon-Fri. Must have a BS in Civil Engineering; 2yrs exp in an engineering discipline, preferably municipal; valid Calif EIT certificate; and a class II CDL. Requires knowledge of construction plans & specifications; ability to work in an office environment or under field conditions; and familiarity with applicable codes & requirements for construction & safety. EOE



**Technical/Engineering**

**CIVIL ENGINEER**

City of Tulare  
411 East Olive Avenue  
Tulare, CA 93274  
209/688-2001 x219  
C: Personnel  
\$2460-2990/mo plus excellent benefits including city-paid PERS. File required city application by 5pm 9/30. Perform a variety of professional engineering duties in the public works department for a city of 28,500. Full-time Mon-Fri plus possible overtime. Registration as a civil engineer required. 3 yrs professional civil engr experience desired. EOE

**DRAFTSPERSON**

Anderson & Associates Engineering  
3040 East Olive Avenue, Suite 103  
Fresno, CA 93701  
209/485-1300  
C: Mary / Secretary-Treasurer  
\$4.25/hr and up DOE/DOQ. Call for interview; RTJJ. Civil engineering firm has been in business 45 yrs. Hrs 8-5 Mon-Fri. Req minimum 1 yr exp and good freehand inking.

**DRAFTSPERSON / JOB CAPTAIN**

Stephen Short & Associates  
2602-B Marconi Avenue  
Sacramento, CA 95821  
916/488-3795  
C: Mr. Deimendo  
Salary commensurate with experience, plus benefits. Call for appointment and send resume; RTJJ. Draftsperson will do production drawings under minimal supervision. Hrs 8-5 Mon-Fri. This firm does architectural working drawings. Requires 4-5 yrs exp with knowledge of Type 1. Must be familiar with Title 24.

**DRAFTSPERSON, ARCHITECTURAL**

Simpson and Associates  
4685 North Cedar Avenue, Suite A  
Fresno, CA 93726  
209/225-4940  
C: Jackie Miller  
\$18,000+/yr to start (negotiable) DOE/DOQ, plus 2 wks vacation after 1 yr, 9 holidays, sick leave, medical, dental & life ins and pension after 3 mos. Send resume and salary history/requirements; RTJJ. Draw plans and assist architect & job captain. Hrs 8-5 Mon-Fri. Architectural firm, established in 1948, has a staff of 6. Requires 3-5 yrs experience in school, hospital, and commercial work. CADD experience helpful.

**ELECTRICAL/PIPING DESIGNERS (2)**

H.L. Yoh  
4515 Van Nuys Boulevard, Suite 301  
Sherman Oaks, CA 91403  
818/906-3100  
C: Recruiting Staff  
\$18-23/hr plus 6 paid holidays and medical insurance. Call for appt or send resume; RTJJ. Design electrical wiring diagrams, piping for petroleum transfers & tanks, and instrumentation for electrical controls (some field work possible). PT temporary position, 7:30-4:30 Mon-Fri. Leader in technical service industry (oil & gas division) has been successfully handling temporary technical jobs since 1948. Requires petro-chem or refinery experience. Must be professional, committed, and a diligent worker. CAD, AutoCAD, and Intergraph CAD systems exp desired. EOE



**ENGINEER - TRANSPORTATION**

Tulare County  
2900 West Burrell  
Visalia, CA 93291  
209/733-6266  
C: Personnel Department  
\$23,496-28,644/yr plus excellent benefits. Continuous filing. File county application. Assist in preparation of the elements of a comprehensive regional transportation plan; collect, analyze & interpret transportation data; and provide assistance to member agencies. 40 hrs/wk, Mon-Fri. Beautiful Central Valley city has low housing costs, no commute, and easy access to mountain & coastal recreation areas. Requires bachelor's degree in Civil Engineering, Planning, or related field with emphasis in transportation planning. Equal Opportunity Employer

**GEOLOGIST / HYDRO-GEOLOGIST / ENGR**

**GEOLOGIST**  
Environmental Geotechnical Services  
6707 Cherry Avenue  
Long Beach, CA 90805  
213/428-0288  
C: Harold Durbin / VP of Engineering  
\$36,000-96,000/yr and monthly bonus, plus 7 vacation days, 9 holidays, medical/dental ins, pension, and profit sharing after 90 days. Call for appt or send resume; RTJJ. Perform hazardous waste testing and handle remediation sales. Hrs 8:45-5 Mon-Fri. Company has state contractor's HAZ license for the remediation/removal of hazardous waste and \$2 million liability/errors & omission insurance (features hazardous waste clean-up coverage for all employees). Entry-level position available; will train. Non-smoker preferred. EOE M/F/H/V

**OptoElectronics**

Subsidiary of **TEXTRON** Defense Systems

**INFRARED DETECTOR PROJECT ENGINEER**

OptoElectronics  
P.O. Box 750039  
Petaluma, CA 94975-0039  
C: Human Resources  
Negotiable salary + xint benefits. Send resume. Responsible for all project engr activities from proposal preparation to project completion. Review specifications, prepare proposals, define technical approaches, support QA & manufacturing personnel, direct product design, and work with program managers/customers. Hrs 7:30-4 Mon-Fri. Manufacturer/tester of lead salt IR detectors is govt contractor located in Sonoma County. Req BS degree in Physics or Electrical Engr. Pref 10yrs exp in fabrication & testing of complex infrared detector assemblies. Desire exp with lead salt IR detectors. US citizenship req. AA/EEO M/F/H/V

**PLAN CHECKER**

City of Yorba Linda  
City Hall  
4845 Casa Loma Avenue  
Yorba Linda, CA 92686  
714/961-7110  
C: Personnel  
\$2822-3429/mo. File city app; RTJJ. Review, check & approve building construction plans; calculate valuations & fees and issue building permits; and perform regular counter functions as needed. Requires thorough knowledge of building codes, plan checking principles & techniques; sufficient experience/training as plan checker or related field to perform duties with little or no training; and minimum 4 yrs of college work in civil/structural engineering or architecture. ICBO certificate in plan checking discipline is desired.

**SURVEYING/MAPPING TECHNICIANS (3)**

Sikand Engineering Associates  
15230 Burbank Boulevard, Suite 100  
Van Nuys, CA 91411  
C: Roger A. Barrett / Dir of Corp Dev  
\$30,000-40,000/yr DOE/DOQ, + vacation, holidays, sick leave, medical, dental, life & vision ins, and profit sharing after 30 days. No calls please. Send resume; RTJJ. Prepare tentative & final maps, grading, improvement plans, ALTA surveys, and legal descriptions. Hrs 8-5 Mon-Fri (possible flexible overtime). Multi-discipline engineering firm is largest in LA County. Req exp in surveying & mapping techniques and computer applications. Relevant exp may be considered in lieu of education. Must be intelligent, independent thinker. Non-smoker preferred. US citizenship req. EOE M/F/H

**ELECTRONIC TECHNICIANS**

Grow with Bio-Rad, where innovative instruments keeps us a world leader in the fields of chemical separations, clinical diagnostics, and analytical instrumentation.

We'll use all of your skills and experience from the knowledge of soldering, scopes, DVM's and microprocessors, to your ability to independently troubleshoot to the component level and program PC's.

You'll join a team of engineers, chemists and technicians in a company 31 years old and growing.

For consideration, please send your resume to: Bio-Rad Laboratories, Human Resources, Dept. 185 CJJ0918, 1000 Alfred Nobel Drive, Hercules, CA 94547. Equal Opportunity Employer.

**BIO-RAD**  
**Bio-Rad Laboratories**



**LIONAKIS-BEAUMONT DESIGN GROUP**

**STRUCTURAL DESIGNER**  
Lionakis-Beaumont Design Group, AIA  
401 Watt Avenue  
Sacramento, CA 95864  
916/486-1303  
C: K.G. Beaumont  
Salary commensurate w/ qualifications, + medical & vision ins and pension. Send complete resume or call. Direct/participate in planning, design, or plan review for structures requiring stress analysis; design structures to meet estimated load reqs, computing size, shape, strength & type of structural members; or analyze privately prepared plans & structures. FT. Architectural engr firm reqs structural engr lic OR Calif CE license and qualifications for structural lic; current work in structural bldg design, and exp in structural design of reinforced concrete, structural steel, and timber bldgs. EOE M/F/V

When evaluating job offers, be sure to consider the value of the benefit package. One firm might offer a lower salary, but provide more valuable benefits.

**BISSELL & KARN, INC.**

**TRANSPORTATION ENGINEER**

Bissell & Karn, Inc.  
1111 Howe Avenue, Suite 493  
Sacramento, CA 95825  
916/648-1691  
C: Frank Fong / Branch Manager  
Up to \$50,000/yr DOE/DOQ, plus full benefits including profit sharing. Call for appt or send resume, references & salary history/requirements; RTJJ. Supervise a small design squad specializing in highway engineering projects. Full-time position with advancement opportunities in our Sacramento or Bay Area facility. In business over 30 yrs. 6-office Northern CA multi-disciplinary engineering firm offers land development, transportation, water resource, quarry, and public project services. Requires civil engr degree and minimum 5 yrs highway design experience. EOE



**Miscellaneous**

**AIDE / HOUSEKEEPER**

Bounds Senior Care Home  
509 Michigan Boulevard  
West Sacramento, CA 95691  
916/371-6862  
C: Darla  
\$4.25/hr (AM & PM shifts); \$4.75/hr (night shift). Call for appt or apply in person. 24-hour care home seeking energetic & friendly people who can make our facility a better place to live in. Work directly with residents & patients, providing general care and housekeeping services. Full or part-time flexible AM, PM, or night hrs to fit your schedule. Will train. Students & housewives encouraged to apply.

**AIRLINES NOW HIRING**

Flight Attendants,  
Travel Agents,  
Mechanics,  
Customer Service.  
Listings.

Salaries to \$105K  
Entry-level positions  
Call (805) 687-6000  
Ext. A-2626

**Join Our Team of Employment Professionals!**

If you'd like to be part of the largest and fastest-growing independent recruitment advertising publication in the country, we'd like to talk with you.

- ◆ \$1000/mo. salary plus commissions on all sales after training. First-year earnings up to \$25,000. Excellent benefits after 120 days, including employer-paid medical/dental insurance, paid holidays and paid vacation.
- ◆ Our thorough training program will prepare you to help employers with their recruitment advertising needs.
- ◆ As an employment specialist, you will contact employers to establish new accounts and service existing clients in a specific industry.
- ◆ Comfortable, new offices in the South Natomas area of Sacramento. Hours 8:00-5:00 Monday through Friday.
- ◆ Full-time positions require previous personnel, customer service, or heavy telephone experience. Strong people skills, professional appearance, good spelling and grammar, and math aptitude also necessary.
- ◆ We are an AA/EEO employer. Physically disabled and senior citizens are encouraged to apply.

Join our professional team of employment specialists! Apply in writing with complete work and salary history to:



Karri Martin/Personnel  
2535 Capitol Oaks Drive, Suite 100, Sacramento, CA 95833



## CAMPAIGN '88

### CAMPAIGN ASSISTANT

Registration 88  
1025 Front Street  
Sacramento, CA 95814  
916/448-9033  
C. Office

\$2.50 per voter registration. Call for more information or apply in person. Register Republican voters from Sacramento to Auburn and in the Lake Tahoe area. Full or part-time flexible hrs. Local office of the 6th, 7th & 10th district Republican party is based in Old Sacramento. Must be outgoing, people-oriented, and have strong communication skills. EOE

There is never a right way  
to do a wrong thing.

### COUNSELORS (2)

Plumfield Children's Center  
1485 Wright Road  
Santa Rosa, CA 95407  
707/544-1505

C. Barbera Prosniewski / Asst Director  
\$900/mo DOE, plus vacation and medical ins after 120 days. Call for appt or more info: RTJJ. Act as parent role model and provide counseling & behavioral teaching for emotionally disturbed children. 40 flexible hrs/wk Mon-Fri (usually) plus overtime. Established center, in business 20 yrs, specializes in the treatment of abused & emotionally disturbed children. Requires HS diploma, experience or background in psychology or psychiatry, and good communication skills. Must be responsible and enjoy working with kids. Exp with children preferred. US citizenship req. EOE

### COUNSELORS (part-time & on-call)

Childhaven  
733 Webster Street  
Fairfield, CA 94533  
707/425-5744  
C. Personnel

\$6/hr to start. Send resume. Offer emotional support and serve as a positive role model for families; provide a safe environment for the children; and supervise & participate in educational & recreational activities. PT & on-call; day, swing & night shifts avail (shifts are 7-10 hrs) plus some weekends & holidays. Licensed short-term residential group home serves children from birth to 12 years of age. Related residential home experience essential. Must be an emotionally stable, mature individual, capable of constructive interaction with children & adults. EOE



### COURIER DRIVER / OWNER/OPERATOR (8)

United Couriers  
2040 Stockton Boulevard  
Sacramento, CA 95817  
916/739-8821  
C. Personnel

\$8.25/hr (\$4.25/hr plus \$4/hr mileage reimbursement) plus medical insurance after 6 mos, 1 wk vacation after 1 yr, and optional 401K retirement investment program. Apply in person. RTJJ. Deliver parcels on a fixed route within 100 miles of the home office. Entry-level positions avail. 40 hrs/wk, Mon-Fri or Fri-Sun. An affiliate of Armour Transport, 30-year-old courier svc has offices in 5 Western states and is currently expanding nationwide. Req CDL (current for the past 2 yrs), vehicle registration, ins, and DMV printout. Must be well-groomed, intelligent, and able to follow directions. EOE

## KENWORTH DEALERSHIP

Needs extremely qualified  
outgoing Service Manager  
for Stockton Area.

Offering a good wage and  
benefit package to quali-  
fied applicant with mini-  
mum of 3 years service  
manager experience.

Send salary history &  
detailed resume to:

P.O. Box 55327  
Stockton, CA 95205



### FLATBED DRIVERS (15+)

PST Flatbeds  
505 South 800 West  
London, UT 84042  
800/453-1352  
C. Ray or Pennie / Recruiters

\$100 min pay/load based on mileage, tarp pay, and fuel bonus, + paid tolls, same pay loaded/empty, passenger program, and medical ins, vacation & profit sharing after 1 yr. Call for appt. RTJJ. Haul gen commodities nationwide using flatbed & Volvo tractor. FT (normally time off every 4-6 wks). 8-yr-old flatbed trucking firm has home ofc in Linden, UT and plans to add 200 trucks. Must be 25 yrs old. DOT qualified, have 3 yrs interstate and 2 yrs flatbed driving exp. Class I driver's license, clean DMV printout, and professional attitude. Must pass employer-paid drug screening and polygraph test. EOE

### FUNDRAISERS (4)

G.C.M.  
1450 Koli Circle, #102  
San Jose, CA 95112  
408/288-6838  
C. Personnel

\$4.25-12/hr OR 20% commission plus benefits available including 1 wk vacation after 1 yr and medical insurance after 180 days. Call for appt or send resume. RTJJ. Solicit donations from businesses & residences using a variety of resource lists. Hrs 9am-9pm Mon-Fri + optional (but recommended) Saturdays; flexible hrs to fit your schedule. 1-year-old business raises funds for the American Wheelchair Veterans Association (AWVA), a nonprofit organization. Req CDL or other proof of identity, a good speaking voice, and ability to communicate well with the public. Must have right to work. EOE M/F/H/V

## RODVOLD TRUCKING

### FURNITURE MOVERS

Rodvold Trucking  
8171 Alpine Avenue, Unit C  
Sacramento, CA 95826  
916/455-9879

C. Chris Rodvold / Owner  
\$7+/hr DOE. Call for appointment. RTJJ. 5-yr-old blanket-wrap furniture delivery company seeking individuals to move & deliver a variety of office or household furniture within a 200-mile radius of city, and load & unload furniture on bobtail truck. Some packing. On-call positions, 8-4 Mon-Sat plus overtime available. Requires minimum 6 mos professional furniture moving experience. Must be clean-cut and prompt. EOE

## PACKAGE VAN DRIVERS



MILPITAS, OAKLAND, AND  
SO. SAN FRANCISCO AREAS

When RPS developed its small  
package delivery service —  
we also developed a great  
opportunity for you.

HERE'S WHAT'S AVAILABLE TO  
YOU AS AN OWNER/OPERATOR  
OF AN RPS PACKAGE VAN:

- Participation in the delivery business created by an innovative, small package shipping system that has used state-of-the-art technology to expand into a 32-state service in just three years.
- The equipment and financing resources of an aggressive subsidiary of Roadway Services, Inc., one of the country's major transportation enterprises.
- The kind of income that matches your ambition and reflects how high you can climb when you put yourself in charge.
- Access to group health and life insurance.

If you're a delivery driver, courier or have small package pickup delivery experience, call for further information.

ROADWAY PACKAGE  
SYSTEM, INC.  
(800) 632-2122, Ext. 722

EO / AAE



### HAIRSTYLIST

Precision 6 Hairstyling  
19 West Main Street  
Woodland, CA 95695  
916/661-3090  
C. Kris

\$5/hr (Woodland), \$4.75/hr (Sacramento) + production, holidays/vacation, and company pays 75% of medical ins. Call for appt (in Sacramento, call Julie at 916/348-7860). Duties include cutting & perming hair, 30-40 hrs/wk including Sats and some Suns. Female-owned & operated company is a nice, friendly place to work. 3 stores in Woodland and 3 in Sacramento. Must have current CA cosmetology license and be a stable, mature professional looking for a good place to work. Some experience preferred, but will accept recent graduates.

### HAIRSTYLIST / ASSISTANT MANAGER

Precision 6 Hairstyling  
231 G Street, Suite 4  
Davis, CA 95616  
916/758-6197  
C. Stephanie

Hourly wage DOE, plus paid vacation & medical insurance. Call for more information. Perform salon-related services including cutting, perming, cellophoning, styling & braiding hair, and operate cash register. Full-time; 10-6 five days/wk. Busy, well-established salon requires cosmetology license. Clientele & experience not necessary.

### INVENTORY TAKERS (permanent part-time)

Muscolino Inventory Services  
Hayward, CA 94545  
415/785-1566  
C. Personnel

\$4.50+/hr to start, plus paid training and some paid travel time. Inventory retail/industrial merchandise. Company provides transportation to all sites. Positions available in HAYWARD, MODESTO (call 916/331-6117), PT, 20-30 hrs/wk; shifts avail 24 hrs/day, 7 days/wk (mostly weekends to start). Our fast advancement program may enable you to quickly become a full-time salaried employee. Good career/management opportunities provided! No experience necessary, will train. Great for students, housewives & those seeking part-time work. EOE



### MOTEL MANAGERS

Allstar Inns  
30155 Industrial Parkway  
Hayward, CA 94544  
415/489-9114  
C. Roger

Good salary + free 1-bdrm apt! Major medical, dental & optical ins included in bfts. Call for appt. This leading, well-known motel chain is seeking dependable, conscientious, outgoing couples to be responsible for managing a motel. Duties include managing staff, book-keeping & registering guests. If you like people contact and direct customer relations, this job is for you. Great opportunity for retired/semi-retired MARRIED COUPLES! FT. Must work well with others, have good supervisory & organizational skills, and be willing to relocate in Northern CA. No children or pets! No exp required. WILL TRAIN.



### PHOTOGRAPHER

Majestic Marketing Associates  
1525 Hardeman Lane  
Cleveland, TN 37311  
800/251-6448  
C. Recruiting Department

\$250/wk guaranteed draw to start, + per diem & mileage, quarterly incentive program, thorough training program, and xint bfts. Call for appt or send resume. Seeking career-minded people with big smiles, good hearts, and professional appearance for entry-level positions. Excellent opportunities for advancement. Photograph families & children at prearranged sittings throughout established territory. All training, leads & equipment provided. POSITIONS AVAILABLE ACROSS CALIFORNIA. Full-time position with national photographic company. Req reliable car & HS diploma. Recent college grads welcome.

## National Freight Lines Inc. of California

is now accepting appli-  
cations for experienced  
Western state haulers.

Work for an expanding  
company.

Apply to:

2850 Loomis Road  
Stockton, CA 95213  
(800) 624-7077

### REGIONAL COMPETITION COORDINATOR

National New Star Discovery  
6929 Sunrise Boulevard, Suite 205  
Citrus Heights, CA 95610  
916/721-0323  
C. Joyce / National Director

Unlimited earning potential for independent contractors. Call for appt or send resume. OPPORTUNITIES AVAILABLE STATEWIDE. Coordinate contestants participating in regional competitions leading to a national pageant; attract, train & instill confidence in potential contestants of various ages. Full or part-time. Innovative new company, headquartered in Sacramento, building national pageant & talent search, has strong sponsorship. Must be an energetic self-starter interested in learning this industry. Strong organizational skills essential. No pageant exp necessary; will train.

### SITE OPERATORS (10, part-time)

20/20 Recycle Centers  
843 Riske Lane  
West Sacramento, CA 95691  
916/372-8880  
C. Carol

\$4.50/hr to start. Call between 8-5 Mon-Fri for appointment. Seeking friendly, polite individuals to work outside grocery stores collecting aluminum, glass & plastic materials from the public. Weigh collections, fill out voucher receipts (no cash involved), and keep area clean. Positions available in SACRAMENTO, DAVIS, FRESNO, STOCKTON, MODESTO & REDDING. For info on jobs in SAN JOSE, SANTA ROSA & OAKLAND, call 408/998-2020. 30 hrs/wk, Wed-Sun. Statewide recycling center requires good basic math skills (including weights & measures) and own transportation. EOE M/F

### TRUCK DRIVERS (3)

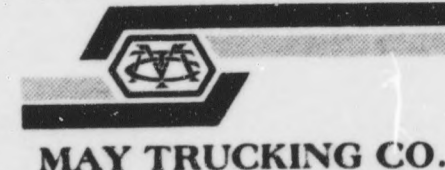
Crum & Crum Enterprises  
400 Crocker Drive  
Vacaville, CA 95668  
707/449-0676  
C. Dale Bybee / Traffic Manager

\$10/hr plus holidays after 30 days, medical/dental & life insurance after 90 days, and 1 wk vacation after 1 yr. Apply in person (bring DMV printout). Deliver merchandise to Northern CA drug & grocery stores. Full-time, mostly Mon-Fri (some Saturdays); no overnights. Grocery & non-grocery product distribution center requires minimum 3 yrs experience pulling 45-foot trailers. Must have no more than 3 moving violations in the last 3 yrs. EOE M/F

### TRUCK DRIVERS (3)

Tuttle Trucking  
22133 Riverside Avenue  
Red Bluff, CA 96080  
916/529-2279  
C. Personnel Department

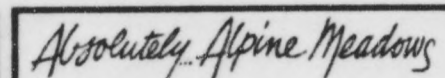
\$18/mile. Call for appt. RTJJ. Haul general commodities in a company-owned high-cubed van truck & trailer (or double) throughout 12 western states. Occasional loading/unloading. Full-time; hrs depend on destination and driver's desire to earn. General trucking firm has been in business 10 yrs. Requires DMV printout, class I CDL, and 3 yrs trucking experience. Must be neat, clean, and meet DOT (Department of Transportation) requirements. Ability to relocate to Red Bluff desired. Will undergo a long-form physical exam. EOE M/F/V



### TRUCK DRIVERS (3)

May Trucking Company  
1400 Churchill Downs Avenue  
Woodland, CA 95695  
916/668-1542  
C. Terry Bucher / Safety & Personnel

Guaranteed wkly salary based on mileage & load, + vacation, paid layovers, and health ins after 18 mos. Call for appt. Haul paper products within a 200-mile radius of Woodland & the Bay Area using a double van. 95% hand loaded off. Possibly one overnight/wk. FT Mon-Fri (some weekends), 10-15 hrs/day (depends on destination, load & driver). 48-state trucking firm has been in business since 1943. Req 1 yr or 100,000 miles trucking exp (double van), DMV printout, and class I CDL. Must be people-oriented, friendly, hardworking & dependable. Will be drug screened and have background checked (incl criminal history). EOE



Alpine Meadows Ski Area has  
a limited number of job open-  
ings for the 88/89 ski season.  
This could be your opportunity  
to join our staff of the best  
employees in the industry. P.S.  
also the best mountains.

Apply in person, or call  
(916) 583-4232. Inter-  
views by appt only on  
9/24, 10/8 & 10/9.  
EOE



### E. G. Upholstery

&  
Interiors

### UPHOLSTERER

E. G. Upholstery  
9089 Elk Grove Boulevard  
Elk Grove, CA 95624  
916/685-5883  
C. Shop

Salary negotiable DOE/DOQ, plus paid holidays and 1 wk paid vacation after 1 yr. Call for more information. Cut & sew for reupholstering of furniture and some automobile interiors. No sales required. Full-time, 7-5 Tue-Fri & 8-noon Sat. Rapidly expanding, family-owned & operated business has been in Elk Grove 14 yrs. 3-person shop has a pleasant, friendly atmosphere. Requires 5 yrs upholstery experience.

## Career Opportunities

### NAVY OFFICER PROGRAMS

The United States Navy  
1500 Broadway  
Oakland, CA 94612-2096  
415/452-2900  
C. Personnel

Approximately \$23,500/yr to start. Call collect for more details. Apprehensive about committing yourself to military duty for 4 yrs? If so, the US Navy Officer Sea & Air Mariner (OSAM) Program might be a good alternative. OSAM officers have an active-duty commitment of ONLY 2 YEARS. Specialized fields in which OSAMs may qualify include: intelligence, cryptology, shipboard operations, aeronautical maintenance, business administration, aviation navigation, and civil engineering. The OSAM program is an option worth considering! Full-time. AA/EOE M/F

## Too Late to Classify



### AUTOMOTIVE ELECTRONIC TECHNICIAN

Heritage Buick Pontiac  
715 North Hunter Street  
Stockton, CA 95202  
209/467-1170

C. Al Azevedo / Service Manager  
Excellent salary DOE/DOQ, plus 2 wks vacation after 1 yr, holidays, sick leave, and medical insurance. Call for appt or send resume; RTJJ. Troubleshoot and repair electrical & mechanical problems using the latest equipment, including a CAMS system. Hrs 8-5 Mon-Fri. New dealership is the largest in the growing Stockton area and offers a progressive, clean service department, 18 service bays, and state-of-the-art equipment. Req basic math skills and own tools. Prefer journey-level qualifications and some General Motors exp. Training provided for the right individual.

"Most of the things worth  
doing in the world had been  
declared impossible before  
they were done."  
—Louis D. Brandeis

### CAMERON PARK



### AUTOMOTIVE MECHANICS (2)

European Performance  
2550 Mary Chase Drive  
Cameron Park, CA 95682  
916/677-5752  
C. Mark

Salary based on commission DOE, plus available benefits (to be discussed at interview). Call for appt, send resume or apply in person. Perform all aspects of automotive repairs on German automobiles. Full-time Mon-Fri (flexible). Brand new, well-equipped shop features 8 service bays and is ideally situated in a newly developed, desirable area in the Sierra Foothills (close to Tahoe & Sacramento). Req recent journey-level exp with German cars, specifically Porsches, Audi & BMWs, and tools. Prefer dealership exp. ASE certification a plus.



# CLERICAL ASSISTANT (part-time)

Sonoma State University  
Stephenson Hall, Room 2006  
1801 East Cotati Avenue  
Rohnert Park, CA 94928  
707/664-2416  
C: Personnel  
\$692.50-817/mo DOE/DOQ (half time), plus excellent benefits including medical, dental, & vision insurance. File by 10/5. Call for more info. File app by 10/5. Perform general clerical duties, maintain a calendar, schedule & implement workshops, and do conference and fiscal record entry. Position is located in SACRAMENTO at the Department of Education. 20 hrs/wk, flexible schedule. Must have 1 year of clerical work experience and type min 45 wpm. Requires the ability to abstract and catalog resource information. AA/EOE

# COMPUTER OPERATOR

Golden 1 Credit Union  
6507 4th Avenue  
Sacramento, CA 95817  
C: Recruiter  
Salary commensurate with experience, plus excellent benefits offered. Send resume or apply in person. The Golden 1 Credit Union is seeking a computer operator to work with tape drives and to run jobs on daily, weekly, monthly & quarterly reports. Full-time, 11pm-7am Mon-Fri. Progressive financial institution has over \$600 million in assets. Requires hands-on experience on an IBM mainframe with DOS, VTAM, VM, CICS & XEDIT helpful. EOE

# DISHWASHER

Carlos Murphy's Restaurant  
1801 Exposition Boulevard  
Sacramento, CA 95815  
916/924-3447  
C: Gary / Kitchen Manager  
\$4.50/hr to start plus vacation after 1 yr and medical insurance. Call for app or apply in person between 2-4pm. Clean & maintain storage areas, perform general inside & outside maintenance, and clean dishwashing station daily. Full & part-time; choose from all shifts! Unusually entertaining bar & restaurant offers challenging opportunities for leadership & growth. Must be well-organized. Prefer a self-motivated individual with the ability to work alone.

# DISHWASHER

Sizzler Steak, Seafood & Salad  
4124 Florin Road  
Sacramento, CA 95823  
916/391-4124  
C: Manager  
\$4.25/hr plus half-priced meals; medical & dental insurance available. Apply in person. Wash dishes at this 241-seat family restaurant. Great opportunity for advancement. Sizzler promotes from within! Full & part-time day & evening shifts available. Must be motivated and eager to learn.

# EMT II

Indian Valley Hospital  
174 Hot Springs Road  
Greenville, CA 95947  
916/284-7191  
C: Bob Stone or Personnel Manager  
Competitive salary plus vacation, holidays, sick leave, and medical/dental & life insurance. Call for app or send resume. Respond to medical emergencies within 900-mile radius. Full-time position available. Are you tired of burnout? Come join our emergency medical service in the beautiful Sierras. We are a small 25-bed hospital with lots of recreational facilities nearby. You will need to obtain: Northern Calif EMS/EMT II license and ambulance driver certification. Must have clean DMV printout.

# FAMILY NURSE PRACTITIONER / PHYSICIAN ASSISTANT

West Modesto Medical Clinic  
1114 Sixth Street  
Modesto, CA 95354  
209/576-2845  
C: Joanne Helling/Clinic Administrator  
Competitive salary DOE, plus good benefits including vacation, holidays, sick leave, and medical/dental ins. Call for app or send resume. Busy family practice, located in the San Joaquin Valley, seeks a caring individual to join our family-oriented community clinic in treating patients. Work with patients of ethnic backgrounds. Hrs 9-5 Mon-Fri. Requires FNP/PA license. Spanish as a second language helpful. EOE

# JOURNEYMAN ROOFERS

Pacific Home Construction  
5735 Sunrise Boulevard  
Citrus Heights, CA 95610  
916/531-3792 or 624-5797 (eve)  
C: Marc  
\$17-20 per square (10' x 10') paid weekly Call for app. Growing, established roofing firm seeks individual to work in greater Sacramento area applying cedar shake roofing to new housing. Full-time flexible scheduling (work until job is completed); no hourly requirements. Must have current experience as journeyman roofer. EOE M/F/V

# LINE COOKS

Denny's Restaurant  
6401 Mack Road  
Sacramento, CA 95823  
916/689-2011  
C: Manager  
\$5/hr DOE, plus full benefits including 7 vacation days after a yr and medical, dental & life insurance. Apply in person between 3-4 Tue & Thu. Perform a variety of duties including cooking, prep work, and light janitorial jobs. Full & part-time, all shifts available (days, evenings & graveyard). National chain restaurant & coffee shop is opened 24 hrs/day. Must be able to work well with others. Prefer knowledge of food preparation, storage, and quality control & sanitation practices.

# LVN

Driftwood Care Center  
1220 Plumas Street  
Yuba City, CA 95991  
916/671-0550  
C: Administrator or D.O.N.  
Competitive salary and shift differentials, plus excellent benefits & incentive program. Call for app or apply in person. Seeking a dedicated & independent nursing professional with a genuine desire to work with geriatric patients. Supervise nursing staff and administer treatment & medications. Full-time PM shift 2-30am-11pm. Small 59-bed SNF, located in a friendly town surrounded by several recreational facilities, has team-oriented staff and is looking for someone to ensure quality care and be a team leader. Requires LVN license. Supervisory experience a plus.

# LVN

Mission Boulevard Convalescent  
3865 Mission Boulevard  
Fremont, CA 94536  
415/793-3000  
C: D.O.N.  
Competitive salary plus vacation, holidays, sick leave, and Kaiser medical plan and dental insurance. Call for app or apply in person. Responsible for administering treatment or medications and supervising nursing assistants. Full-time day shift 7-3:30 and PM shift 3-11:30. 73-bed privately owned SNF has a team-oriented environment, a supportive friendly staff, and a reputation for administering quality patient care. Requires Calif LVN license. Must be a caring, motivated person.

# MARKETING MANAGER

Golden 1 Credit Union  
P.O. Box 15966  
Sacramento, CA 95852-1966  
C: Recruiter  
Salary commensurate with experience, plus compensation and benefit package offered. Send resume. Progressive financial institution with over \$600 million in assets seeks individual to work on research projects and assist in scheduling productions. Travel required. Hrs 8-5 Mon-Fri. Must have strong public relation skills, and understanding/knowledge of credit union products & services and the financial industry. Good supervisory skills, strong PC-based marketing graphics, and the ability to work under pressure accurately is important. EOE

# PHOTOGRAPHER'S ASSISTANT (seasonal)

Portrait World  
267 East Avenue  
Chico, CA 95926  
916/446-3734  
C: Dino  
\$4.25/hr to start (\$5/hr after 2-3 wk training). Call for info. Travel from school to school, assisting photographer specializing in school portraits. Pose students, keep lists & payment records, cashier, coordinate students in & out of classrooms to photo sittings, and tally day's totals. POSITIONS AVAILABLE IN THE SACRAMENTO AREA. FT: Sept-Nov, 5-6am to 3-4pm Tue-Fri. Must have own transportation. No experience necessary! Will train in all aspects (including equipment operation). Serious inquiries only. Homemakers encouraged to apply.

# PRISONER TRANSPORTATION OFFICER

Tri-County Extradition  
Stage Coach Auto Center  
4097 West Ramsey, #42  
Banning, CA 92220  
714/849-1505  
C: Personnel  
\$1400-1800/mo. Send resume and copy of physical card & DMV printout. Continuous recruitment statewide. Transport prisoners by van in Northern & Central CA for law enforcement agencies. FT position based on 4-day wk, but on-call 7 days/wk. Only those who can accept non-regimented hrs need apply. Min reqs: Peace Officer Standard & Training Cert for level III reserve (PC 832 with firearms); class II CDL; completed first-aid & CPR. Must live in Fresno, Salinas, Sacramento, Banning, or be willing to relocate. Pref veterans and law enforcement exp; women & minorities encouraged to apply. EOE

# FRI FOLSON RESEARCH INC

EXCELLENCE IN IMAGING™  
PROJECT ENGINEER  
Folsom Research, Inc  
526 East Bidwell Street  
Folsom, CA 95630  
916/985-2481  
C: Dave Brown / Executive Vice Pres.  
Competitive salary DOE, + vacation, holidays, sick leave, profit sharing, and medical/dental ins. Send resume. Handle all phases of product development from prototype thru pre-production into full production. Develop test procedures & methods and interact with outside vendors to prepare for high-volume mfg. 40 flexible hrs/wk. Designer & manufacturer of video scan conversion products for computer graphic, medical imaging & radar applications. Req BSEE or equiv and min 3 yrs production design/mfg exp. Pref high volume, high density PC board design & mfg exp with video products & broadcast video standards. EOE

# RESOURCE TEACHERS (2)

Office of Merced County Superintendent of Schools  
632 West 13th Street  
Merced, CA 95340  
209/385-8320  
C: Henry Valdez / Personnel Analyst  
\$23,026-39,273/yr DOE/DOQ, + life ins and employee/dependent medical, dental & vision ins. Open until filled. Call for app or send resume. Serve as classroom teacher, principal & migrant aide resource; supervise/evaluate instructional & supportive svc aides; assist in diagnosing student language problems; develop & prescribe suitable remedies; locate & develop instructional materials; participate in hiring & assigning aides; provide in-service for aides. Involves travel. FT, 7-hr days. Req CA elementary/secondary credential, 3 yrs teaching exp, CDL & ins. Must be bilingual (Spanish). EOE

# Kentucky Fried Chicken.

RESTAURANT MANAGER  
Kentucky Fried Chicken  
301 Georgia Street, Suite J  
Vallejo, CA 94590  
707/643-8841  
C: Mark  
\$1500-2100/mo + bonus and full benefit package. Call for app or send resume. Responsible for complete operation of restaurant including hiring, inventory control, training, scheduling and supervision of a staff of 15-20 employees. Flexible schedule, approximately 50 hrs/wk. Positions available in Contra Costa & Solano Counties. Requires HS diploma or equivalent. Some college and/or exp preferred. Training program provided.

Good managers gain a reputation for acting responsibly and doing what they say they are going to do. Managers who speak one way and then act another lose their credibility and set a poor example for their staff.

# SALAD BAR HELPERS

Sizzler Steak, Seafood & Salad  
4124 Florin Road  
Sacramento, CA 95823  
916/391-4124  
C: Manager  
\$4/hr DOE/DOQ + medical & dental ins provided after 90 days for FT employees, and 1 wk paid vacation after 1 yr. Apply in person or call for more information. 241-seat family restaurant with a friendly atmosphere seeks energetic, motivated people who are interested in a permanent position on Sizzler's quality team. Basic pantry position includes prepping food and cleaning the salad bar. Day & evening positions available. Must be willing to work flexible hrs. Great opportunity for advancement; will train!

# Squaw Valley USA

Ski Employment  
We're now accepting applications for the 1988-89 ski season. Interviews for the fall recruitment will be Saturday Oct 8 & 22, 1988 at the Olympic House at Squaw Valley.  
Experience an unforgettable winter. We look forward to meeting you. No appointment necessary. Call for more info.  
(916) 583-6985  
EEO Employer

The Smile File  
by Phil Frank

I'm aware that memos are an excellent way to inform your superiors of your activities but stop sending me one every time you go to lunch. Okay?



SALON CONSULTANT  
T.R. International  
366 Bel Marin Keys Boulevard  
Novato, CA 94949  
415/382-8787  
C: Jody Gutridge / Sales Manager  
\$20,000/yr 1st year (\$50,000/yr realistic 3rd year potential), plus paid vacation and health & dental ins after 90 days. Send resume or call between 9-5 Mon-Fri for app or more info. Service established clients and open new accts, teach product knowledge classes on hair care & domestic lines, and conduct motivational and retail seminars. Full-time flexible hrs, Tue-Sat. Wholesale salon distributor of L'Anza Hair Care products and European cosmetic lines. Requires outside sales experience. Cosmetology exp preferred. College degree helpful.

# SECURITY OFFICERS

Hardister Industrial Security  
1624 Sonoma Boulevard  
Vallejo, CA 94590  
707/557-2901  
C: Area Manager  
\$4.25-7/hr DOE/DOQ, + medical ins after 6mos-1yr and paid vacation/holidays. Call for more info or apply in person. Drive patrol vehicles and provide standing guard & on-site foot patrol for private, commercial & industrial property. Positions available in VALLEJO, MILPITAS (call 408/945-0670), BERKELEY (415/540-1231) and SACRAMENTO (916/635-1999). FT & PT, all shifts & days avail. Fast-growing, 5-yr-old Northern CA firm offers great growth potential. Must 18 or older and have an in-residence phone, no felony convictions, valid ID (CDL a +), and a reliable car. No exp necessary, will train. EOE

# SENIOR ELECTRICAL INSPECTOR

City of Alameda  
City Hall  
2263 Santa Clara Avenue  
Alameda, CA 94501  
415/522-4100 x 217  
C: Personnel Department, Room 312  
\$17,92-21,77/hr plus excellent benefits. File city application by 9/26. Alameda Bureau of Electricity seeks individual to perform general electrical inspection of buildings to ensure compliance with City codes. 40 hrs/wk Mon-Fri. Must be HS graduate with 3 yrs experience as an electrical inspector and have a valid CDL. AA/EOE M/F/H

# TRANSMISSION TECHNICIAN

Heritage Buick Pontiac  
715 North Hunter Street  
Stockton, CA 95202  
209/467-1170  
C: Al Azevedo / Service Manager  
Excellent salary DOE/DOQ, plus 2 wks vacation after 1 yr, holidays, sick leave, and medical insurance. Call for app or send resume: RTJJ. Troubleshoot and repair General Motors automatic transmissions using the latest equipment. Excellent opportunity for the right person. Hrs 8-5 Mon-Fri. New dealership is the largest in the growing Stockton area and offers a progressive, clean service department, 18 service bays, and state-of-the-art equipment. Must have a working knowledge of GM automatic transmissions and own tools. Journey-level experience preferred.

# TRUCK DRIVERS (300)

P.S.T. Vans Inc.  
P.O. Box 26857  
Salt Lake City, UT 84126  
800/421-7766 or 209/467-4704  
C: Jerry Livingston / Fleet Manager  
\$400/wk possible DOE, plus medical/dental & life ins, pension, profit sharing, and 1 wk vacation after 1 yr. Call for app; RTJJ. Drive an 18-wheeler solo or with a partner. Destinations vary w/in 48 states. Involves loading/unloading. FT; hrs & days depend on destination & amount of work desired by driver; must comply with Dept of Transportation regulations. National truck load carrier hauls general commodities and is preparing to add 300 new trucks within 30 days. Req class I driver's lic and DMV printout. Must be hardworking, dependable, good-quality person. Will be drug tested (at firm expense). EOE M/F/V

# WAITER / WAITRESS

Denny's Restaurant  
3520 Auburn Boulevard  
Sacramento, CA 95821  
916/481-1357  
C: Manager  
\$3.50/hr plus tips; vacation and medical & life insurance after 9 mos. Apply in person between 3-5 Tue, Wed & Thu. Serve food and cocktails (beer & wine), wait tables, and provide general customer services for this national chain restaurant. Full & part-time; day, night & graveyard shifts, available. Must be friendly and personable. Experience preferred, but will train the right person. EOE

# APPLEGATE

# Truckdrivers & Owner/Operators

L.T.L. and line  
Req 3 years verifiable experience.  
Clean M.V.R. Mon-Fri, Full-time.  
Truckers - \$8-10/hr + benefits  
Owner/Operators - \$20-25/hr.  
Company insurance and fuel available at cost.  
Craig  
(916) 443-4659

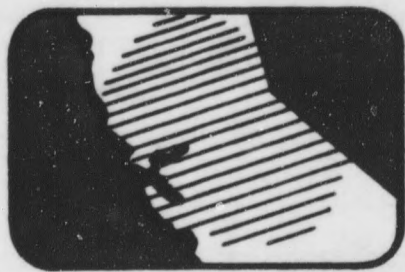
# Drivers - Experienced WERNER ENTERPRISES

- Adding 400 new units.
  - Earn up to 23 cents/mile
  - Annual pay increases
  - Solo / Teams welcome
  - New fully equipped double sleeper, Kenworth and Peterbills which includes button and truck interior, AM/FM cassette stereo, air ride, Jake brake, air conditioning and power steering. No truck is older than 2 years.
  - Full-time rider policy for spouse
  - Unloading, stop and layover pay
  - Stock purchase plan
  - Many mileage and safety bonuses
  - Approved applicants travel expenses to orientation/inquire
  - Must be 23 years/older
- (800) 228-2137  
8am-5pm Mon-Fri (Central Time)

# SKI RESORT EMPLOYMENT

People-oriented people. All ages. Will train. Skilled/unskilled jobs. Benefits include free skiing & lessons, use of ski equipment. Enjoy life in the mountains.  
Call Boreal/Soda Springs:  
(916) 426-3666





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**The right  
information.**



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candidate.**



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choice.**

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Whatever your recruitment advertising needs, California Job Journal is the right newspaper for the job. Our nearly 300,000 circulation gives you valuable local and regional coverage at a price substantially lower than traditional recruitment advertising methods.

Our comprehensive job listings provide jobseekers with complete information, including experience and educational requirements, and salary and benefits information. Applicants can see immediately if they are qualified,

so you spend more time interviewing interested candidates, and less time sifting through stacks of applications. Every issue also contains articles and tips to help readers be more successful during their job search and more effective in their current position.

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It's the right newspaper for your job.



# **California**

**916/925-0800**

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